

## **HEALTH AND SAFETY STANDARDS IN TEACHING LABORATORIES AT UNIVERSITAT DE VALÈNCIA – Electronic and IT laboratories –**

1. The teaching staff shall ensure your health and safety during the laboratory classes to prevent accidents and incidents that could disrupt the regular course of the class. Ask them any possible doubts and never compromise your safety nor your classmates. As stated at the Health and Safety Plan of the University of Valencia, approved by the Governing Council on 1 December 2009, section 4.4.5, and Universities Council Agreement, 22 September 2011, section 2 of Annex I. Both documents contain the requirements of the Law on Occupational Risks Prevention.
2. Cleanliness and tidiness are two of the basic principles when working in a laboratory. On completion of the work, the used material must be cleaned and left in perfect condition. Remember: DISORDER = RISK.
3. Aisles must be kept unobstructed. Do not place school bags, books, umbrellas, bags, etc. on the desks or the aisles. Do not stack objects before fire extinguishers, outlets, switches or electrical panels. Under no circumstances should wires cross foot-traffic areas. Keep cupboards and drawers closed while not in use.
4. Keep a responsible behaviour: follow the work procedures and safety standards in the laboratory.
5. Eating and drinking in the laboratory are not allowed. Tie your hair up, avoid bracelets, watches, rings, large sleeves, shorts...
6. Do not touch electrical installations. Electrical panels must not be opened nor handled. Do not use any equipment if unaware of its proper operation, ask your professor in case of doubt. Unauthorised experiments must never be carried out.
7. Inform the professor of any damaged or overheated electrical or electronic equipment, burning smell or if wiring insulation is damaged. No device should be connected if the outlet reveals defects or is not the proper one.
8. No device should be connected to an unprotected outlet or directly with the wires. Avoid multi-socket adapters and extension cords.
9. Under no circumstances must a victim of electric shock be touched before disconnecting the power supply. If the latter is not possible, the contact between the victim and the source should be broken using a non-conductive object (wooden chair, wood strips, etc.).
10. Safety signs must be known. Be aware of the closest safety equipment: exits, fire extinguishers, fire blankets, safety showers, eyewash stations, etc. In the event of any incident or accident, however minor, keep calm, immediately report your professor and follow instructions.

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