PESS Computer Lab DO’s and DON’T

Do’s

1. Know the location of the fire extinguisher and the first aid box and how to use them in case of an emergency.
2. Read and understand how to carry out an activity thoroughly before coming to the laboratory.
3. Report fires or accidents to your lecturer/laboratory technician immediately.
4. Report any broken plugs or exposed electrical wires to your lecturer/laboratory technician immediately.

Don’ts

1. Do not eat or drink in the laboratory.
2. Avoid stepping on electrical wires or any other computer cables.
3. Do not open the system unit casing or monitor casing particularly when the power is turned on. Some internal components hold electric voltages of up to 30000 volts, which can be fatal.
4. Do not insert metal objects such as clips, pins and needles into the computer casings. They may cause fire.
5. Do not remove anything from the computer laboratory without permission.
6. Do not touch, connect or disconnect any plug or cable without your lecturer/laboratory technician’s permission.
7. Do not misbehave in the computer laboratory.
**Computer Lab Safety Rules for Protecting Equipment**

Do not bring any food or drinks near the machine.

Turn off the machine once you are done using it.

Do not plug in external devices without scanning them for computer viruses.

Ensure that the temperature in the room stays cool, since there are a lot of machines inside a lab as these can overheat easily. This is one of the many ways of ensuring computer safety.

Try not to touch any of the circuit boards and power sockets when a device is connected to them and switched on.

Always maintain an extra copy of all your important data files.

**General Safety Guidelines to be followed at all times**

All users of the laboratory are to follow the directions of Academic/Laboratory Technician staff member.

Food or drink is not permitted at any time in the laboratory.

Students should not attempt to repair, open, tamper or interfere with any of the computer, printing, cabling, air conditioning or other equipment in the laboratory.

Students should be aware of office ergonomic guidelines for correct posture when using computer equipment.

Please treat fellow users of the laboratory, and all equipment within the laboratory, with the appropriate level of care and respect.
In case of an emergency or incident in the laboratory:

Keep calm.

Tell someone about it: the nearest staff member, a fellow student, the Floor Wardens, fellow Workers, your Supervisor, others in the area.

Call the Security Emergency Centre, Phone 6790 3999 (if not on an internal extension simply dial 9). There is also an emergency phone with a direct line to security outside the Psychomotor lab.

Be ready to describe in case of emergency:

Dial telephone number: 6790 3999

READ SLOWLY AND CLEARLY

This is the PESS Computer Lab at NIE Block 5, Level 2, Room RR07.

We have an emergency and need medical assistance immediately.

Someone will be at the front door to meet you.

Leave the building if the type of emergency warrants it, or if directed by Wardens/Security. Do so by the nearest safe exit. Do not use lifts in case of fire. Follow the directions of Marshals, Wardens and Security.
If required, the emergency assembly point for PESS, is the NIE Car park 5 area.

Do not re-enter evacuated buildings until the "all clear" is given by an authorised person.

Some emergency situations such as criminal activity may not require you to leave the building. In all emergency situations keep calm and think about the appropriate response.