



COMPUTER LAB SAFETY GUIDELINES

CAMPUS SAFETY IS A SHARED RESPONSIBILITY

i) General computer lab safety:

- Never drink or eat in computer labs and classrooms.
- No smoking in the computer labs and classrooms.
- Keep your workstation neat and clean.
- Maintain good posture to ease your back.
- Periodically glance away from the screen.
- Work Quietly. Don't disturb others.
- Be aware of the fire extinguisher location and its operational methods.
- Computer Failure: If the computer fails while being used, report it immediately to your lab instructor. Don't try to fix the problem yourself.



ii) Equipment Safety:

- Shut down the computer once you have finished your session.
- Do not open the computer's system unit or monitor because you are not eligible to repair them; furthermore, there are many things can harm you.
- Always take a backup of your important files.
- Don't change computer settings.



iii) Fire Safety:

- Be aware of the fire extinguishers' location and their operational methods.
- Contact emergency services for help.
- Don't fight with your colleague(s) to control fire.
- Evacuate the building as fast as you can.