Every student engineer is responsible for their safety, which they ensure by their behaviour and their actions. Consequently, they must conform to the individual and collective prevention rules in force within the ECL. They are included in the rules handed personally to each student engineer at the beginning of the academic year. These rules, and/or additional safety instructions, can be posted in the PW rooms or explained in the PW documents. Student engineers must read them and comply with them. The teachers and technical personnel responsible for the PW are also responsible for their application and for advising the student engineers regarding safety.

The scope of these rules is neither limited nor exhaustive. The teacher responsible for the PW is sole judge of their pertinence.

If an accident occurs, inform the teacher responsible, ascertain if there is an eye-witness, and comply with the instructions in appendix 1. Never omit to make an accident declaration within 24 hours of the accident. Attach a medical certificate.

Inform the teachers and the preventive medicine officer before starting PW in the case of a known allergy, asthma, pregnancy or any other problem liable to prevent you, for health reasons, from performing the practical work(s) required.

I. GENERAL INSTRUCTIONS FOR ALL THE PRACTICAL WORKROOMS

Your responsibility begins by keeping to the times of PW. Arriving on time is your first obligation so that you are aware of all the instructions for handling materials under good conditions.

II/ Clothes and personal property

1. You must wear the appropriate clothes to ensure that the PW proceed correctly. (For example, wear trousers and closed shoes. Loose fitting garments are discouraged).
2. You must wear the personal protective equipment demanded and provided by the teacher in charge of the PW.
3. It is preferable to come to the PW without jewellery. Certain products may infiltrate between the skin and the jewellery. Likewise, during mechanical PW, they can be caught by moving parts.
4. It is forbidden to eat or drink in the PW rooms.

**12/ The operations**

5. Before starting the PW, read the safety instructions relating to the work to be done. Furthermore, students must undertake to comply with the instructions specific to PW benches.
6. Check the condition of the equipment before starting. Handle the equipment with respect and care. Indicate any defect or error on the apparatus and equipment to your teacher.
7. Organise your work: plan the operations by thinking of all the steps, including removal, cleaning and storage. Take a responsible and thoughtful attitude.
8. Ask the teacher for equipment that you may lack. Do not borrow it from another PW unless authorised by the teacher of the PW or by instructions stating otherwise.
9. Work in premises with the appropriate equipment according to the type of operations and products used. Do not use equipment for purposes other than those for which it is designed unless told to by the teacher.
10. Work on clean workstations cleared of encumbrances beforehand. You are responsible for their cleanliness throughout the PW and also for their environment.
11. The teacher is available for the student engineers to help them in their thinking and decision-making regarding the PW procedure. Never hesitate to ask them to help you accomplish these tasks.

**13/ The end of Practical Work**

12. Make sure you leave your work post in the same state as when you found it.
13. Clean and store the materials and protection equipment. Turn off the devices after use and according to the instructions of the teacher in charge.
14. Regarding mechanical PW: remember to unload the experimental test benches.
15. Products must be stored according to the teachers' instructions.
16. Discard your waste in adapted trash bins. Sharp and pricking objects must be discarded in specific trash bins.
17. Wash your hands carefully at the end of PW.
18. You are forbidden from leaving the room without informing the teacher in charge.
II CASE OF PRACTICAL WORKS REQUIRING THE USE OF HAZARDOUS PRODUCTS (chemicals, biology, etc.)

19. You must wear a long lab coat (cotton with long sleeves) for all operations.
20. Long hair must be appropriately attached. You must work bare-headed.
21. Shoes must be closed and protect the feet.
22. Clothes made of synthetic materials are discouraged. You must wear trousers.
23. Loose fitting clothes (neck and head scarves, etc.) are forbidden.
24. Wearing contact lenses is forbidden.
25. Clothes and personal objects must not be left in the immediate vicinity of the operations.
26. Always read the labels of the products, learn the danger pictograms (corrosive, inflammable, noxious, etc.), and act accordingly.
27. Do not bring objects or substances into contact with your mouth during PW (for example, do not chew pens or your fingernails).
28. You must wear gloves when handling dangerous products, according to the instructions of the teacher in charge.
29. All volatile and/or hazardous products must be handled under fume hoods.
30. Pipetting by mouth is formally forbidden: use adapted pipette bulbs or pro-pipettes.
31. Recognition of a product by smelling is prohibited.
32. Do not throw solvents or toxic products into sinks. Use the drums provided for their recovery by verifying the signs (solvent with solvent, etc.) and the teacher’s recommendations. Do not attempt to make unknown mixtures that may be incompatible.

Signed at Ecully, on 11 June 2015

Signature of the Director of the ECL:

STUDENTS WHO DO NOT COMPLY WITH THE INSTRUCTIONS MAY BE FORBIDDEN FROM ATTENDING PRACTICAL WORK.