

Originated: March 9, 2003

Updated:

## **Rules of Conduct** **Laboratory Policy**

Dennis Grimard



This policy has been devised to ensure everyone's safety and productivity in the facility. You are expected to be aware, understand and adhere to SSEL policy.

- 1) No user or project is more important than the safety of the users, or the laboratory itself.
- 2) Every user of the laboratory will respect the laboratory, its equipment and every other user.
- 3) No user will operate ANY equipment within the laboratory without having been properly trained and checked-out on that equipment.
- 4) Every user of the laboratory will utilize the proper Personal Protective Equipment (PPE) when operating equipment or processing wafers with Hazardous chemicals.
- 5) Safety glasses SHALL be worn at ALL times
- 6) No user shall work with chemicals in the laboratory without another user present.
- 7) No chemical or process may be left unattended without proper labeling and user identification.
- 8) Any workspace shall be returned to a neat and clean status prior to a user leaving that workspace.
- 9) Any user assigned to a laboratory task shall be responsible for the completion of that task. Example: Lab Clean (see policy on Lab clean)
- 10) If any individual cannot resolve an issue relating to the laboratory in a professional, courteous and respectful manner that issue will be brought to the attention of the Laboratory Manager for proper and expeditious resolution.
- 11) If you do not know the answer to a question, the individual shall find that answer prior to proceeding. DO NOT assume, do Not guess. Know the answer before you proceed.