



WESTERN  
MICHIGAN  
UNIVERSITY

COLLEGE OF ENGINEERING & APPLIED SCIENCES

FLOYD HALL

# AUTOMOTIVE SYSTEMS LABORATORY

## SAFETY GUIDE (V1-8/30/17)

### ROOM G-114

# General Lab Safety Rules

1. Safety glasses, or appropriate goggles/face shields are required in the lab, whether working or not!! All safety and personal protection equipment can be made available upon request from the Lab Manager.
2. Shoes must be worn in any lab area. No one wearing sandals will be allowed to enter any lab area. The minimum footwear must cover the entire foot.
3. Do not operate any item of test equipment unless you are familiar with its operation and have been authorized by the Lab Manager to operate it. If you have any questions regarding the use of any test equipment ALWAYS ask the Lab Manager.
4. Avoid excessive use of compressed air to blow dirt or chips from test equipment and tools. Never use compressed air guns to clean clothing, hair, or aim at another person.
5. In case of ANY injury, no matter how slight, you must report it to the Lab Manager at (269) 276-3367 or [richard.l.sackett@wimch.edu](mailto:richard.l.sackett@wimch.edu). The main WMU Public Safety number is (269) 387-5555.
6. Do not attempt to remove foreign objects from the eye or body. If chemicals get in the eye(s), wash eye(s) for 15 minutes in the provided eye wash station before proceeding for medical treatment. Notify the Lab Manager immediately.
7. Machines and test equipment must be shut off when cleaning, repairing, or oiling.
8. Do not wear ties, loose clothing, long sleeves, jewelry, gloves, etc. around moving or rotating machinery, test equipment, and tools. Long hair must be tied back or covered to keep it away from moving parts.
9. Hand protection in the form of suitable gloves should be used for handling hot objects, glass or sharp-edged items.
10. Do not work in the lab if tired, or in a hurry. Do not rush or take chances.
11. Never indulge in horseplay in the lab areas.
12. All machines and test equipment must be operated with all required guards and shields in place.
13. Practice cleanliness and orderliness in the lab areas. Never leave a dirty piece of test equipment and clean all tools before returning them to their storage location.
14. Keep the floor around machines and test equipment clean, dry and free from trip hazards.
15. Food and drinks are allowed in the automotive systems lab, but only in the general working area or open lab space and well away from any chemicals or contaminants. No food or drinks

are allowed inside the Chassis Dynamometer Test Cell (G-114-3) or inside the Engine Dynamometer Test Cell (G-114-1).

16. If you have not worked with a particular material or chemical before, check the hazardous materials data sheets for any specific precautions to be taken while working with the material. Material Safety Data Sheets are available through the WMU Environmental Safety Department at the provided link: <http://www.esem.wmich.edu/msds.htm>.
17. Heavy sanding and painting should only be done in well ventilated areas, preferably outside.
18. Follow all appropriate precautions when working with solvents, paints, adhesives or other chemicals. Use appropriate personal protective equipment.
19. Check the power cords and plugs on portable tools before using them.
20. Always store oily rags in an approved metal container.
21. **OBEY ALL POSTED SIGNS, WARNINGS, POSTERS AND SPECIAL INSTRUCTIONS.**
22. **OBEY ALL SAFETY RULES AT ALL TIMES.**

# **Guidelines for Student Medical Emergencies**

## **Serious Injuries that Threaten Life or Limb**

1. Dial 911 and WMU Public Safety at (269) 387-5555. Notify the Lab Manager immediately! Phone: (269)276-3367 Email: [richard.l.sackett@wmich.edu](mailto:richard.l.sackett@wmich.edu).
2. Request an ambulance and give an accurate location description (WMU Parkview Campus, Floyd Hall, Automotive Systems Lab, G-114).
3. Describe the nature of the problem and stay on the phone.
4. Watch for emergency personnel and guide them to the victim if needed.

## **Emergencies Which Might Need Professional Care**

Follow these procedures if you are unsure of the severity of an injury (broken vs. sprained, etc.).

1. Notify the Lab Manager.
2. Depending of the severity of the injury, recommend the victim visit the nearest hospital or care center location listed below.
  - a. Sindecuse Health Center – WMU Main Campus  
(269) 387-3287 – Mon-Wed: 8am-5pm, Thu: 9am-5pm, Fri: 8am-5pm.
  - b. Bronson Methodist Hospital – 601 John St., Kalamazoo, MI 49007  
(269) 341-7654 – 24 hours a day.
  - c. Borgess Medical Center – 1521 Gull Rd., Kalamazoo, MI 49048  
(269) 226-7000 – 24 hours a day

## **Minor Emergencies Not Requiring Professional Care**

1. First Aid kits are available at the designated locations.

## **Additional References**

1. WMU Public Safety – <https://www.wmudps.wmich.edu/>
2. Sindecuse Health Center - <http://wmich.edu/healthcenter>

## **Emergency Contacts:**

Chuck Overberger – CEAS Building Coordinator

Email: [charles.overberger@wmich.edu](mailto:charles.overberger@wmich.edu)

Office: (269) 276-3287                      Cell: (269) 806-0334

Richard Sackett – Auto Lab Supervisor & Technician

Email: [richard.l.sackett@wmich.edu](mailto:richard.l.sackett@wmich.edu)

Office: (269) 276-3367                      Cell: (269) 364-8486

## **Maintenance Emergency**

A maintenance emergency is defined as an immediate threat to someone or something's safety or security. This may include floods, biohazards or similar situations.

If you have a maintenance emergency, use the phone to contact one of the following:

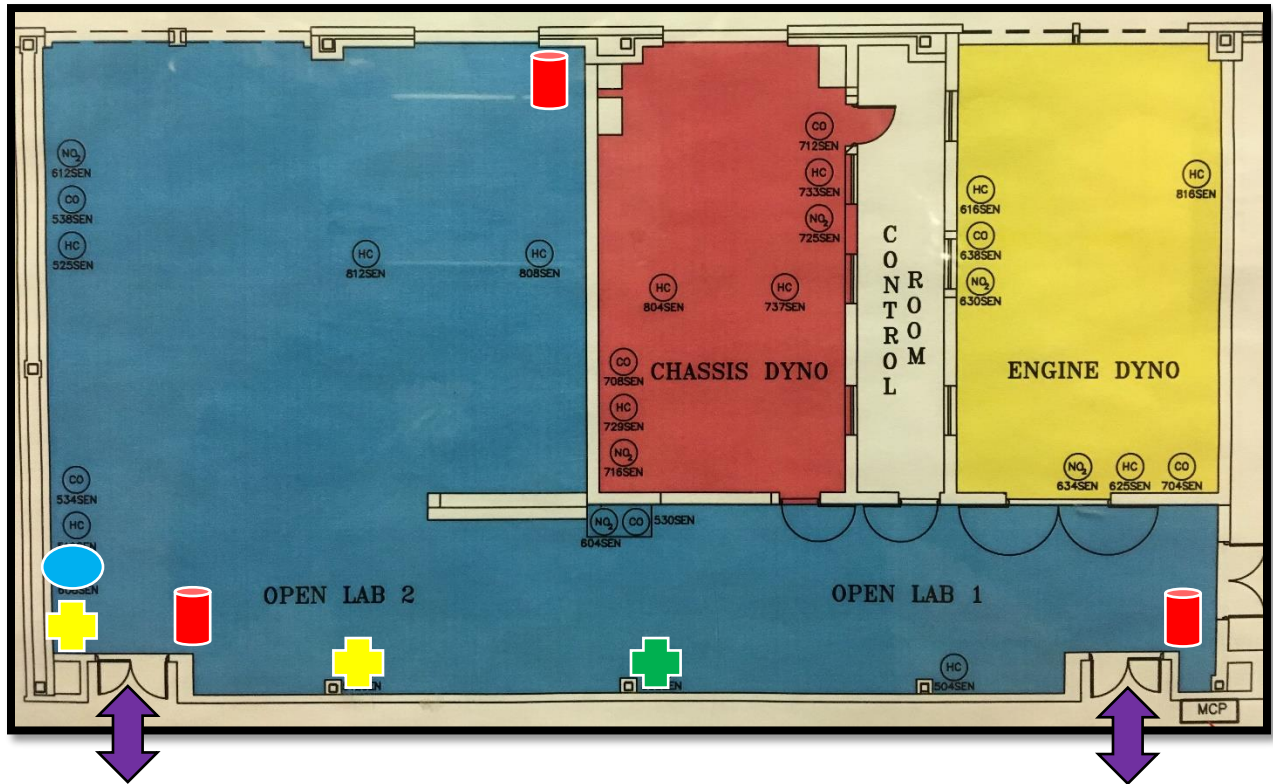
Monday – Friday, 7am-5pm: Maintenance Service Center (269) 387-8514.

Evenings, weekends, and holidays: WMU Public Safety (269) 387-5555.






Bronco Fix-It: <http://broncofixit.fm.wmich.edu/>

**Fire or Medical Emergency call 911.**

# AUTOMOTIVE SYSTEMS LABORATORY SAFETY SCHEMATIC



## SAFETY EQUIPMENT LOCATIONS:

-  FIRE EXTINGUISHERS (3)
-  FIRST AID KITS (2)
-  FIRST AID BURN KIT (1)
-  EYE WASH & SHOWER STATION (1)
-  MAIN ENTRANCE AND EMERGENCY EXIT DOORS

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\* This safety guide is subject to change at any time without notice.

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