

# **Safety and Incident Management Plan**

## **Application of Computer in Textile Laboratory**

**Department of Textile Engineering (DTE)**  
**Ahsanullah University of Science and Technology (AUST)**

### **Introduction**

The safety, security, and well-being of students, faculty, and staff are of paramount importance in the Computer Laboratory of the Department of Textile Engineering (DTE) at Ahsanullah University of Science and Technology (AUST). The computer lab plays a vital role in supporting academic learning, research, programming, simulation, and data analysis activities. To ensure a safe, secure, and well-managed learning environment and to comply with accreditation requirements, this Safety and Incident Management Plan outlines the procedures for preventing and managing accidents, equipment damage, and other incidents within the Computer Lab.

### **Objective**

To ensure a safe, secure, and well-managed computer laboratory environment by implementing a comprehensive plan to prevent and manage incidents and accidents, in alignment with accreditation criteria.

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## **1. Laboratory Safety Rules**

### **a. General Lab Safety Rules**

- Check Electrical Wiring: Avoid touching electrical equipment with wet hands. Ensure all electrical connection, plugs, UPS and cables are properly insulated and arrange to prevent electric shock or short circuits.
- No unauthorized entry: Students prescribed with eyeglass must wear them at all times in the lab to ensure proper vision and protect their eyes from strain or discomfort computer use.
- No Eating or Drinking: Takings food and drinks inside the lab is strictly prohibited.

### **b. Safety Procedures for all Equipment's**

- Stay on workstation and programs directed by the teacher
- Never rename, delete, add or remove anything's from the computer unless directed by the teacher.
- Inform the teacher immediately when a computer is not working properly.
- Remain seated and work quietly.
- Do not share your username and password .

- Log in and out with your account only.
- Do not change any computer settings.
- Leave your computer area clean, push in the chair and hang up the headphones when you are leave.
- Failure to follow the rules could lead to loss of computer privileges.

## **2. Behavioral Rules**

- Follow the instructions of the course instructor or laboratory assistant.
- Maintain silence and discipline to ensure a conducive learning environment.

## **3. Equipment-Specific Safety**

- Do not tamper any hardware components, cables, or power connections.
  - Avoid overloading power sockets and extension cords.
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## **2. Safety Procedures and Practices**

### **1. Before Lab Sessions**

- Bags and personal belongs should be kept in designate areas only.
- The Lab Assistant/Attendant confirms proper functioning of power supply, UPS, air conditioning, and fire safety equipment.

### **2. During Lab Sessions**

- The Lab Assistant supervises student activities to ensure adherence to lab rules and proper use of equipment.
- Students need to stay on workstation and program directed by the course instructor.

### **3. After Lab Sessions**

- All computers and peripherals must be properly shut down.
  - Any hardware or software issues must be recorded and reported.
  - The lab must be left clean and organized.
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### **3. Provisions in Case of Accidents and Health Hazards**

#### **1. Emergency Equipment**

- First Aid Kit: Available and accessible inside or near the lab.
- Fire Safety Equipment: Fire extinguishers and alarms installed and inspected regularly.
- Electrical Safety: Circuit breakers and emergency power shut-off systems clearly marked.

#### **2. Emergency Response**

##### **Minor Incidents:**

- ♣ First aid is provided by the Lab Assistant if required.
- ♣ Incident is documented in the Lab Incident Report Log.

##### **Major Incidents:**

- ♣ Immediate notification to the Lab In-Charge.
- ♣ Electrical power shut down if necessary.
- ♣ Activation of emergency services through the AUST Fire/Disaster Safety Team.

#### **3. Evacuation Procedures**

- Follow AUST's standard emergency evacuation plan.
  - The Lab Assistant/Attendant ensures all students vacate the lab safely.
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### **4. Roles and Responsibilities**

#### **1. Lab In-Charge**

- Ensure effective functioning of the computer laboratory throughout the academic semester.

#### **2. Lab Assistant**

- Ensure daily enforcement of lab rules and safety procedures.
  - Monitor proper usage of computers and peripherals.
  - Assist in emergency response and basic first aid.
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- Keep records for equipment log, incident report log and inspection log.

### **3. Students**

- Follow all lab safety rules and operational guidelines.
  - Use computer systems responsibly and ethically.
  - Report unsafe conditions, technical issues, or incidents immediately to the Lab Assistant/Attendant.
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## **5. Documentation for Accreditation**

### **1. Safety Rules and Procedures**

- Safety banners related to common safety measures, lab safety rules & procedures and earthquake safety are maintained always inside the computer laboratory.

### **2. Incident Records**

- A Computer Lab Incident Report Log is maintained which contains details of all reported incidents, including date, time, description, and corrective actions taken.

### **3. Inspection Logs**

- An inspection log maintained which contains records of system maintenance, safety, and electrical inspection on regular basis.
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## **Conclusion**

This Safety and Incident Management Plan ensures a safe, secure, and efficient environment in the Computer Lab, supports effective academic activities, Regular monitoring, documentation, and periodic review of this plan will promote continuous improvement in computer lab safety and management.