

2. Safety Guidelines of Using Electronic Equipment

- 2.1 Do not power on or operate an electrical equipment without knowing its operation procedures.
- 2.2 Never touch grounded metal object(s) while working on electronic circuits that involve live electricity.
- 2.3 Do not operate electronic equipment when your hands are wet; do not use equipment on a wet bench or where it may possibly get wet in the course of experiment.
- 2.4 Do not work alone on live electricity at any time. Live circuits should be treated with extreme caution, in particular when high voltages are involved.
- 2.5 All equipment should be properly grounded to avoid electrical hazards especially equipment with a metallic chassis.
- 2.6 When electrical leakage is suspected, inform your Supervisor or the laboratory staff accordingly.
- 2.7 Do not overload any electrical outlet by connecting it with too many pieces of equipment to avoid exceeding the rating of the supply source.
- 2.8 Avoid using universal power adaptors, which usually generate contact and heating problems.
- 2.9 Do not unplug equipment while they are powered ON.
- 2.10 Do not power off equipment by unplugging the power socket; always use the POWER switches supplied with the equipment.
- 2.11 Always remove electrical leads from power outlets by pulling on the plug, never by pulling the leads.
- 2.12 When an equipment is showing sign of mal-function, such as smell of burning parts, you should power off the mains and unplug the equipment. Report the case to your Supervisor or the laboratory staff immediately.
- 2.13 Do not try to repair faulty equipment by yourself. Always report them to your Supervisor or the laboratory staff.
- 2.14 In case circuit breaker(s) (MCB) tripped, you should contact the laboratory staff or the Help Desk of the Facilities Management Office (FMO) at Ext. 8833.