

Department of Applied Engineering, Safety & Technology
Building Supervision and Utilization Policy
Millersville University
EFFECTIVE 8/2/2022

Osburn Hall is an approximately 70,000 square foot facility, divided into four main cluster areas. These cluster areas include Communication, Production, Energy/Power/Transportation, and Occupational Safety & Environmental Health. Each of these cluster areas have associated laboratories which are designed for hands-on and application experiences. There are 8 classrooms designed specifically for direct instruction for laboratory based and non-laboratory-based classes. Four of these classrooms can be deployed as large meeting areas by opening the moveable walls that separate them.

<u>BUILDING HOURS:</u>	Monday-Thursday:	7:00 a.m. to 10:00 p.m.
	Friday:	7:00 a.m. to 5:00 p.m.
	Saturday & Sunday:	open by arrangement

LABORATORY DEFINED

Room or facility equipped to provide “hands on” and application experiences in Communication Technology, Energy/Power/Transportation, Production (Manufacturing and Construction), and Occupational Safety and Environmental Health.

FACULTY RESPONSIBILITIES

1. The Department of Applied Engineering, Safety & Technology faculty are responsible for administration and enforcement of this policy.
2. Faculty who wish to permit students, laboratory assistants and/or graduate assistants to use laboratories at times other than specified on this policy must be present in the building or make specific arrangements for unique circumstances.
3. Faculty who wish to have students work in laboratories other than during specified lab times, must have permission of the appropriate faculty member who is responsible for that laboratory.
4. No exterior entrance key, building master key, or MU OneCard swipe privilege shall be issued to an undergraduate student.
5. Laboratories not in use will remain locked. Exhaust systems should be turned off except when necessary.
6. At the end of each class session, faculty are responsible for directing students to perform lab cleanup; any cleanup not completed by students during class is the responsibility of the faculty member.
7. At the end of each semester, faculty members should collaborate with each other to facilitate a comprehensive lab cleanup to ready the lab for the following semester’s classes.

8. Opened/unsealed flammable materials should be secured in the yellow fire cabinets in each lab whenever they are not in use.

9. At the beginning of every school year or semester, faculty members should recruit undergraduate lab assistants to enhance lab organization, inventory tracking, and cleanliness.

GRADUATE ASSISTANTS

1. Graduate assistants may use laboratories at any time after specific arrangement with the faculty member in charge of that laboratory has been granted. When using machines or tools, a secondary person will be present.

2. Graduate assistants may supervise students during scheduled open labs; or as specified by the graduate program coordinator, department chairperson, or supervising faculty.

3. Graduate assistants will hold open lab as scheduled. If limited student attendance permits, graduate assistants may perform duties as assigned by faculty supervisors. Examples of lab duties may include organization, cleaning, inventory tracking, etc.

4. At the end of each open lab, graduate students are responsible for overseeing lab cleanup, any cleanup not completed by students during open lab is the responsibility of the graduate student.

5. Graduate assistants are expected to inform faculty or staff of any equipment malfunction, or if during open lab times equipment has need of maintenance or repair.

6. Graduate assistants must limit work during the above times to assigned lab duties and are prohibited from working on personal or course-related projects.

7. Graduate assistants will ensure that opened/unsealed flammable materials are secured in the yellow fire cabinets in each lab whenever they are not in use and at the end of the any open lab session.

8. Laboratories not in use will remain locked. Exhaust systems should be turned off except when necessary.

LABORATORY ASSISTANTS

1. Lab assistants may work in their assigned lab during specified times arranged with the supervising faculty between 7:00 a.m. and 10:00 p.m. Monday through Thursday, and 7:00 a.m. and 5:00 p.m. on Friday; or by arrangement with their supervising faculty. Laboratory assistants must be supervised by faculty in the building when working in labs.

2. Lab assistants may work in other labs after arrangement between his/her assigned faculty member and the faculty member responsible for the lab in which the work is to be done.

3. Lab assistants must limit work during the above times to assigned lab duties and are prohibited from working on personal or course-related projects.

4. Lab assistants may not permit other students to enter or use laboratories.

STUDENTS, DEPARTMENT OF APPLIED ENGINEERING, SAFETY & TECHNOLOGY

1. Laboratories are available to students enrolled in Applied Engineering, Safety & Technology courses when an Applied Engineering, Safety & Technology faculty member is present.

2. Laboratories are available to **students enrolled** in Applied Engineering, Safety & Technology during scheduled “open lab” hours supervised by a graduate assistant, or other times by arrangement with supervising faculty.

3. Students are not permitted in laboratories at any time other than the posted building hours without permission of the faculty member responsible for the laboratory being utilized.

4. Any student organization activities taking place in the facility must be supervised by the faculty advisor to that organization, or other supervising faculty member.

5. Acceptable laboratory activities are limited to those activities necessary to complete course requirements. Outside projects and projects for personal profit are prohibited except with permission of the supervising faculty member.

6. Students are expected to adhere to all requirements pertaining to personal protective equipment (PPE), personal attire, and safety when working in the laboratories in Osburn Hall:

- Every teacher, student, visitor, spectator in any laboratory shall always wear industrial quality (Z87) eye protective devices while engaging in activities or while exposed to known dangers.
- Hearing protection (ear plugs) and dust mask will be available on request.
- Long sleeves must be cuffed or rolled up and loose jewelry must be secured so as not to become involved with the operation of machinery.
- Long hair must be confined so as not to become involved with the operation of machinery.
- Closed-toed shoes are required for labs involving liquids, heated, or heavy items that may injure the feet.
- Long pants are required in laboratories where liquid splashes, heated items or molten metals, or risk of abrasion or laceration is possible.
- Certain labs require specialized PPE that is not discussed in the six points above and will be provided for student use by the department.
- Additional/differential PPE requirements may be directed by the faculty teaching in the lab.

7. The use of cell phones for voice calls and text messaging is generally discouraged in the laboratory environment except for capturing pictures of projects in process or placing necessary calls for a specific purpose of the department. Should a student have a need to place a personal call or message, she or he should remove themselves from the lab/classroom to do so.

8. Use of any personal equipment that required headphones or earbuds that isn't specifically required by a professor or class activity is prohibited.

9. Use of all controlled substances, including tobacco, is prohibited in Osburn Hall.
10. Students will not attempt to make any machine or electrical system repairs. Any equipment or electrical abnormality should be reported to the professor or graduate assistant in charge.
11. Students are required to clean up their work area at the end of an activity, process, class, or open laboratory time.
12. Students are responsible for storing their projects in an acceptable manner. Lockers are available on the first floor of Osburn Hall. Certain labs have limited storage for student work. The Department of Applied Engineering, Safety & Technology will accept no liability for lost or stolen student work.
13. Students should abide by all laboratory safety guidelines in the laboratory being utilized.