

**College of DuPage**  
**Automotive Service Technology**  
**Student Guidelines**

Students are expected to exercise caution at all times with respect to the health and safety of him/herself and others. Therefore, the following regulations are to be observed in the laboratory at all times:

1. If you are not certain that what you are doing is a safe practice, do not do it! Seek the advice of you instructor.
2. Report all injuries (no matter how minor) to your instructor immediately.
3. Do not use defective tool, equipment, or machinery. Report this to you instructor immediately.
4. Rowdiness and practical jokes will not be tolerated!
5. Long hair can lead to a very serious accident around moving machinery and therefore must be properly contained behind of on top of the head.
6. Wearing rings, wristwatches, and jewelry is prohibited while in the laboratory.
7. Work in only instructor designated areas.
8. Lift heavy parts safely, preferably using mechanical devices. Lift with your thigh muscles not your back muscles, always keeping your back as vertical as possible when lifting.
9. Guard against electrical shock. Keep hands, feet, and clothing dry whenever working with electrical circuits or when using electrical equipment.
10. Clean up all oil and other liquid spills immediately.
11. Never blow compressed air toward another person.
12. Learn the location of the laboratory fire extinguishers and fire blankets. Become familiar with their use.
13. Learn the location of the eye wash stations and become familiar with their use.
14. Each student must own and wear safety glasses that either meet or exceed the ANSI Z.87 rating. Students with prescription corrective glasses must own and wear side shields. It is mandatory to wear safety glasses in the laboratory at all times.
15. Have someone guide you as you drive into and out of work areas.
16. Use the laboratory exhaust system when running a vehicle.
17. Jack stands must be used to support a vehicle anytime it is raised off the floor.
18. No visitors are permitted in the laboratory at any time.

19. It is the responsibility of each student to keep the laboratory area, tools, and equipment in a safe, clean, and orderly method.
20. All students will be held responsible for any missing tool(s) or equipment. If a tool or piece of equipment is not found by the end of a period or if the student that used the tool/equipment cannot be verified, the entire class will be charged for the tool/equipment.
21. No food or beverage is to be brought into the automotive technology laboratory.
22. The use of tobacco products of any and all types is strictly prohibited in the automotive laboratory. Smoking is not permitted.
23. Students are not to use the laboratory as a passageway to or from other parts of the building.
24. Students will not use the laboratory without an instructor present.
25. An instructor must be present before students enter the automotive laboratory.
26. Each student will supply hi/her own tool for each scheduled laboratory period.
27. Students in the automotive labs may be exposed to or work with hazardous materials. Material Safety Data Sheets (MSDS) for these hazardous materials are located in TE 0037, public safety, and the office of Hazardous material Management.

**I have read the Automotive Service Technology Student Guidelines.  
I fully understand the Automotive Service Technology Student Guidelines.  
I will uphold the Automotive Service Technology Student Guidelines.**

**I acknowledge that I am responsible for my success in this course.**

**Grade I expect to earn in this course: \_\_\_\_\_**

**Possible roadblocks to my success in this course: \_\_\_\_\_**

\_\_\_\_\_

**Date: \_\_\_\_\_**

**Print your name: \_\_\_\_\_**

**Signature: \_\_\_\_\_**

Please remove this page from your syllabus and return to the instructor.