

Eastern Mediterranean University

Department of Civil Engineering

CIVL284 Materials of Construction

Regulations and Grading System of Laboratory Reports

All Students must attend all the laboratory sessions. Students missing more than 2 sessions will fail from laboratory.

1. Students are not allowed to change their groups or attend another group's sessions.
2. Laboratory reports must be submitted on time (before the experiment of the following week).
3. Group work reports will not be accepted.
4. Students are required to read the experiment before coming to the laboratory.
5. Students must bring their Laboratory Manual to the laboratory.
6. Laboratory grades will be divided into three sections as following for each report :
 - Format of the report: 2%
 - Linguistic part of the report: 3%
 - Results and discussion of results: 5%
7. All the students are responsible to care of the instruments they use and should clean them all as soon as they finish the experiment.
8. Students can leave the laboratory after approval of their session assistant.
9. All the students working in the Materials of Construction Laboratory should follow the rules of safety (see Laboratory Safety Rules below).

Materials of Construction Laboratory Safety Rules

TO BE GRANTED THE PRIVILEGE OF USING THE CIVIL ENGINEERING LABORATORIES EQUIPMENT AND FACILITIES, YOU ARE REQUIRED TO BE FAMILIAR WITH, AND OBSERVE, THESE SAFETY REGULATIONS. VIOLATION OF ANY SAFE WORKING METHODS MAY CAUSE THE LOSS OF YOUR LABORATORY USE PRIVILEGES, AND/OR DISCIPLINARY ACTION.

FACULTY INVESTIGATORS AND STUDENTS ARE TO ASSUME PRIMARY RESPONSIBILITY FOR SAFETY COMPLIANCE IN PROJECTS THEY ARE CONDUCTING IN THE LABORATORIES. THE ENGINEER IN CHARGE OF THE LABORATORY AND THE LABORATORY DIRECTOR WILL INTERCEDE IN ANY OBSERVED SITUATION DEEMED UNSAFE AND RESERVE THE RIGHT TO RESTRICT ACCESS TO THE LABORATORY OR POWER TOOLS FOR LACK OF COMPLIANCE WITH THESE SAFETY RULES.

1. A CLEAN AND ORDERLY WORK AREA AND GOOD HOUSEKEEPING ARE FUNDAMENTAL TO ACCIDENT AND FIRE PREVENTION.

1.1 Assigned work areas and equipment are to be cleaned and placed in order by each user at the end of each work period. RETURN TOOLS BACK TO THEIR PLACES SO THAT OTHER USERS DO NOT HAVE TO SEARCH THE LAB TO LOCATE THEM.

1.2 If your work will generate dust, cover sensitive equipment before you start, and clean up the dust at the end of your work period. If weather permits, it may be advantageous to perform work that generates dust or fumes outside of the laboratory to expedite cleanup and avoid compromising other experiments and/or personnel.

1.3 Keep walkways clear of all obstacles at all times. Access to outside doors must be maintained at all times.

2. HORSEPLAY OF ANY KIND IS FORBIDDEN.

3. YOU ARE NOT TO OPERATE EQUIPMENT FOR WHICH YOU HAVE NOT BEEN CLEARED FOR USE BY THE ENGINEER IN CHARGE OF THE LABORATORY.

4. THERE MUST BE AT LEAST TWO INDIVIDUALS PRESENT AT ALL TIMES WITHIN THE LABORATORY WHEN POWER TOOLS ARE USED.

5. ALL ACCIDENTS, INCLUDING MINOR INJURIES, AND ALL HAZARDOUS CONDITIONS ARE TO BE REPORTED IMMEDIATELY TO THE ENGINEER IN CHARGE OF THE LAB OR THE LABORATORY DIRECTOR.

6. EYE PROTECTION (SAFETY GLASSES OR GOGGLES) IS TO BE WORN AT ALL TIMES BY ALL INDIVIDUALS WHILE OBSERVING OR OPERATING POWER TOOLS OR FOR IMPACT HAND TOOLS SUCH AS HAMMERS.

7. HARD HATS ARE TO BE WORN WHEN MOVING EQUIPMENT WITH THE OVERHEAD CRANE.

8. JEWELRY, TIES, AND CLOTHING, WHICH, IN THE OPINION OF THE ENGINEER IN CHARGE OF THE LAB, IS HAZARDOUS, MUST NOT BE WORN WHILE WORKING WITH MACHINERY IN THE LABORATORY. ALL USERS MUST WEAR FULL SHOES (NOT SANDALS) AND AT LEAST A SHIRT AND FULL-LENGTH TROUSERS. LONG HAIR MUST BE HELD BACK SECURELY WITH A HEAD BAND OR A NET. MEDALLIONS OR JEWELRY HANGING FROM THE NECK MUST NOT BE WORN.

9. MACHINE GUARDS ARE TO BE IN PLACE AND IN USE AT ALL TIMES WHEN EQUIPMENT IS IN OPERATION.

10. COMPRESSED AIR IS NOT TO BE USED TO BLOW DEBRIS OFF EQUIPMENT, CLOTHING, OR WORK AREAS.

11. HAND TOOLS ARE ONLY TO BE USED FOR THE PURPOSE FOR WHICH THEY WERE DESIGNED.

12. DEFECTIVE TOOLS MUST NOT BE USED, TURN THEM IN FOR REPLACEMENT.