



LABORATORY SAFETY RULES
FACULTY OF SCIENCE AND TECHNOLOGY

1	The official working hours for labs and preps rooms are as follows: <input type="checkbox"/> 8.00 a.m to 1.00 p.m and 2.00 p.m to 5.00 p.m on normal working days (except for Friday). <input type="checkbox"/> 8.00 a.m to 12.15 p.m and 2.45 p.m to 5.00 p.m on Friday. <input type="checkbox"/> If you need to use the labs and preps room after working hours or weekends, a WRITTEN PERMISSION should be obtained from the SCIENCE OFFICER by completing the Laboratory Usage Permission Form (<i>Borang Permohonan Kebenaran Penggunaan Makmal</i>) THREE (3) days prior to the required date.
2	SAFETY IS PRIORITY. Please ensure that you have read, understand and adhere to all rules and regulations in the labs.
3	Labs and preps rooms are considered as PROHIBITED AREA for students. Students are NOT ALLOWED to enter the labs and preps rooms without seeking any permission from the lecturer(s), demonstrator(s) or laboratory staff(s)
4	Eating, drinking, or smoking is STRICTLY FORBIDDEN inside the labs.
5	Playing pranks and other acts of mischief are strictly FORBIDDEN .
6	Only stationeries, lab manual and the textbooks should be used in the labs. Keep other books, backpacks and similar items in the designated storage area.
7	All students must wear proper attire, which correspond to the University Dress Code. Lab coat is a MUST .
8	Long hair must be tied back and head scarves should be tucked under your lab coat. High heels, baggy clothing, dangling jewelry and shoes made of woven materials are strongly discouraged.
9	Closed toed shoes are MANDATORY for admittance to the labs. Students are NOT ALLOWED to wear open footwear or sandals or uncovered or high heeled shoes in the lab
10	Students are not allowed to perform experiment unattended. Unauthorized experiments, work, and preparations are NOT ALLOWED . Read, understand and follow the specified procedures for each experiment.
11	NEVER leave an ongoing experiment unattended.
12	Students should be aware of the location and proper use of all safety equipments including: <input type="checkbox"/> Telephones <input type="checkbox"/> First Aid Kits <input type="checkbox"/> Fire Extinguishers and fire alarms <input type="checkbox"/> Eye wash and safety showers <input type="checkbox"/> Exit doors
13	Always read and understand the safety procedures of different materials and equipments. Please refer to Material Safety Data Sheet (MSDS), lab manual, lecturer(s), demonstrator(s) or laboratory(s) staff for further information.
14	Safety gears such as gloves, mask, safety goggles or respirator should be used when instructed to do so.
15	Ensure there are no flames in the vicinity before working with inflammable compounds. Immediately douse off any flame with fire extinguisher
16	Handle compounds that emit irritating vapors in fume cupboards.
17	Do not wear contact lenses for experiments when handling volatile solutions because they may be trapped under the lenses. If your doctor requires that you wear contact lenses instead of glasses, you should wear eye-cup safety goggles in the lab.

18	Do not use your mouth to pipette solutions or liquids.
19	Avoid touching any parts of your face or body after handling hazardous chemicals or bacterial cultures.
20	Wash your hands and other parts of your body which are exposed to chemicals/reagents with soap and water before leaving the labs - even if you have been wearing gloves.
21	Do not throw any solid wastes into the sinks. Dispose off organic solvents in the waste container provided.
22	Never pour radioactive materials down the drain.
23	Clean up all chemical spills immediately.
24	Never put broken glass or ceramics in a regular waste container. Use a dustpan, a brush, and heavy gloves to carefully pick up broken pieces and dispose of them in a container specifically provided for this purpose.
25	If a bulb breaks, notify your lecturer immediately. Do not remove broken bulbs from sockets.
26	Avoid looking directly at a light source. Looking directly at a light source may cause permanent eye damage.
27	Label all samples or containers clearly to avoid errors.
28	Never remove chemicals from the labs or stockrooms without proper authorization.
29	Do not heat glassware that is broken, chipped, or cracked. Use tongs or a hot mitt to handle heated glassware and other equipment that may be hot. Allow all equipment to cool before storing it.
30	Never work with electricity near water sources. Be sure that the floor and all work surfaces are dry. If the pointer on any kind of meter moves off scale, open the circuit immediately by opening the switch.
31	Do not work with any batteries, electrical devices, or magnets other than those provided by your lecturer(s) or demonstrator(s).
32	Before leaving the laboratory, please make sure that: <input type="checkbox"/> All gas, electricity and water sources have been disconnected. <input type="checkbox"/> All equipments are properly disassembled and arranged in an orderly manner <input type="checkbox"/> All chemicals and reagent bottles are properly stored away <input type="checkbox"/> All working areas are cleaned and chairs are stowed beside the tables.
33	All equipments or apparatus in the laboratory and preparatory room belongs to the university. Students are NOT ALLOWED to bring any of the equipments or apparatus out of the rooms without any permission.
34	Notify your lecturer immediately of any injury, spill, fire, or explosion.
35	In case of emergency/fire, follow the instructions of the lecturer(s), demonstrator(s) or laboratory staff(s) and safety personal that may have responded to the scene.

BOOKING PROCEDURE FOR LAB USAGE AFTER OFFICE HOURS OR WEEKEEND

1	Application MUST be made THREE (3) days prior to the required dates of usage by completing the Laboratory Usage Permission Form (Borang Permohonan Kebenaran Penggunaan Makmal)
2	The forms can be obtained from the Science/Assistant Science Officers at the faculty office.
3	The form MUST be completed in THREE (3) copies.
4	The application MUST be verified by a lecturer(s) or supervisor(s).
5	Students are only allowed to prepare samples. Any attempts to use equipments that may have potential risk are forbidden EXCEPT with written permission from the Science Officer by completing the Laboratory Usage Permission Form (Borang Permohonan Kebenaran Penggunaan Makmal Selepas Waktu Pejabat).
6	The opening time for lab usage after office hours or weekends are as follows: <input type="checkbox"/> 5.30 p.m – 10.00 p.m. on normal working days <input type="checkbox"/> 8.00 a.m – 5.00 p.m on weekends EXCEPT for Public Holidays.