



**LABORATORY RULES AND AGREEMENT FOR UNDERGRADUATE STUDENTS, FST**  
*Akujanji Penggunaan Makmal Pelajar Pra Siswazah, FST*

**ARAHAN / INSTRUCTION:**

- 1 Read and understand these following rules and agreement carefully before place your signature.
- 2 Please make a copy of the agreement and show to the lab personnel when you are ask to do so.

**A. STUDENT'S DETAILS**  
**MAKLUMAT PELAJAR**

Name : _____	Matric No. : _____
Nama : _____	No Matrik : _____
Programme : _____	Laboratory : _____
Program : _____	Makmal : _____
Semester : _____	Academic Session : _____
Semester : _____	Sesi Akademik : _____

B.	LABORATORY RULES / PERATURAN MAKMAL
Bil. No.	ITEM / PERKARA
1	<b>SAFETY IS A PRIORITY.</b> Please ensure that you have read, understand and adhere to all rules and regulations in the labs. (Please read Laboratory Manual Safety Rules Faculty of Science and Technology).
2	Attendance is <b>COMPULSORY</b> . If a student is unable to attend any practical classes, he/she should produce a medical certificate or a letter of exemption.
3	All students must wear proper attire, which correspond to the University Dress Code. Lab coat is a <b>MUST</b> .
4	Closed toed shoes are <b>MANDATORY</b> for admittance to the labs. Students are <b>NOT ALLOWED</b> to wear open footwear or sandals or uncovered or high heeled shoes in the lab.
5	Eating, drinking, or smoking is <b>STRICTLY FORBIDDEN</b> inside the labs.
6	Playing pranks and other acts of mischief are strictly <b>FORBIDDEN</b> .
7	When attending practical classes, every student should bring along a small towel, a jotter/log book (with carbon copy) ready and wear a lab coat, proper shoes (no sandals or slippers) and safety goggles.

8	Every student must check the condition of all the equipments to be used prior starting the experiments. If there is a shortage of equipments, please report it to the lecturer or the lab assistant immediately.
9	Keep your work area clean and tidy. All equipments and utensils must be washed after use. Return the utensils back to their original place after the experiments.
10	Read labels carefully.
11	Label all containers to avoid errors.
12	Record the results of your experiment in your log book.
13	Unauthorized experiments, work, and preparations are <b>NOT ALLOWED!</b> Know and follow the specified procedures for each experiment.
14	Take every precaution to keep all chemicals from coming into contact with your skin and clothing, and away from flames.
15	Remember the location and proper use of all laboratory safety equipment, including eyewash, safety shower, fire alarm, fire extinguisher, and telephone. Clean up small spills immediately.
16	<b>NEVER</b> leave an ongoing experiment unattended.
17	Laboratory Glassware is fragile and dangerous if broken. Report all breakages to laboratory personnel immediately.
18	Notify your lecturer or laboratory personnel immediately of any injury, spill, fire, or explosion.
19	Notify your lecturer / laboratory personnel and follow appropriate procedures if there is a mercury spill due to a broken mercury thermometer.
20	In case the fire alarm sounds, please exit the building by the nearest safe exit. If the fire is in the room leave everything behind.
21	In the case of any other emergency, follow the instructions of the laboratory instructor and all safety personal that may have responded to the scene.

**I realize that laboratory is a potentially dangerous place. Therefore, I have read and understood the lab rules and regulations as stated above and also the Laboratory Manual Safety Rules Faculty Science and Technology and I hereby agree to abide all these rules, follow the lecturer's/FST Science/Assistant Science Officer/Lab Assistant instructions, and act responsibly at all times.**

Applicant Signature : \_\_\_\_\_  
*Tandatangan Pemohon* :

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