



U NIVERSITI P UTRA M ALAYSIA

FAKULTI KEJURUTERAAN
Faculty of Engineering

**DEPARTMENT OF CHEMICAL & ENVIRONMENTAL
ENGINEERING**

WORKING OUTSIDE NORMAL HOURS PERMIT

Designation:				✓
1.	Postgraduate- Research	PhD/Post Doc.	Master (With Thesis)	
2.	Master Structure C (Without Thesis)- Research			
3.	Undergraduate- Research (Final Year Project)			

1.	Work Area/Lab.					Period of Study	From	Month	Year
							To		
2.	Your Name Matrix num. H/P num. Email Address					Signed			
3.	Technician					Signed			
4.	Supervisor					Signed			
5.	DSO*	Ir. Dr. Shamsul Izhar Siajam				Signed			
6.	Period of experimental work	Day	Mon	Tue	Wed	Thur	Fri	Sat	Sun
		✓							
		Time							
7.	Reason for working outside normal hours:								
8.	Is there any accompany person? () Yes () No Who the person is? Name : Matrix No.: H/P No. :								
9.	Declaration: "I, hereby declare that I will be responsible for all incidents. The Chemical Engineering Department shall not deem liable for any accidents occur due to safety negligence."								

FOR OFFICE USE ONLY

ACCEPT-UNCONDITIONAL

REJECT

ACCEPT-CONDITIONAL

CONDITIONS:

Head of Department or DSO will arrange for lab technician to assist students who request to work outside office hours.

SIGNED:

Head of Department/DSO: _____

Date: _____



CHEMICAL, ENVIRONMENTAL, MATERIAL & BIOCHEMICAL ENGINEERING SAFETY NOTES

After reading this document, please sign and return the acknowledgement form to the Lab Coordinator. A copy of the laboratory safety manual may be obtained from the technicians.

GENERAL INSTRUCTION

- **YOU ARE RESPONSIBLE NOT ONLY FOR YOUR OWN SAFETY BUT ALSO FOR THE SAFETY OF OTHERS!**
- **AS POSTGRADUATES YOU WILL BE EXPECTED TO SHOW A GREATER UNDERSTANDING FOR AND ADHERENCE TO, ALL NATIONAL AND LOCAL SAFETY RULES AND REGULATIONS.**

Please comply with the following:-

1. LABORATORY TIMES : 9.00am–5.00pm. WORKING IN A LABORATORY ALONE OUT OF HOURS IS NOT PERMITTED.
2. ALTHOUGH YOU MAY BE ADMITTED INTO A LABORATORY YOU ARE NOT ALLOWED TO COMMENCE WORK UNLESS AUTHORISED TO DO SO BY A SUPERVISOR/TECHNICIAN.
3. YOU MUST WEAR PROPER PERSONAL PROTECTION EQUIPMENTS (PPEs) SUCH AS LABORATORY COAT, SAFETY SPECTACLES, ETC.
4. TAKE NOTE OF THE SAFETY EQUIPMENTS AVAILABLE, ITS LOCATION AND METHOD OF USE, I.E. FIRE EXTINGUISHERS, EYEWASH BOTTLES, AND FIRST AID KITS.
5. FAMILIARISE YOURSELF WITH THE LAYOUT OF THE BUILDING AND ITS FIRE ESCAPES.
6. DO NOT EAT, DRINK OR SMOKE IN THE LABORATORY.
7. IN THE EVENT OF AN ACCIDENT, IT IS ESSENTIAL THAT ANY INJURY BE REPORTED TO A TECHNICIAN AS SOON AS POSSIBLE. A REPORT OF THE ACCIDENT WILL THEN BE FORWARDED TO THE DEPARTMENTAL SAFETY REPRESENTATIVE.
8. REPORT ALL ACCIDENT/SPILLAGES TO A SUPERVISOR/TECHNICIAN
9. DO NOT DISPOSE OF UNKNOWN CHEMICALS DOWN THE LABORATORY SINK. SEE SUPERVISOR/TECHNICIAN FOR ADVICE.

ALWAYS REMEMBER

DO NOT USE ANY EQUIPMENT, UNLESS YOU ARE ABSOLUTELY CERTAIN OF ITS CORRECT METHOD OF OPERATION & DO NOT HESITATE OR FEEL EMBARRASSED ABOUT ASKING FOR HELP.

“BE SAFE NOT SORRY”