



**DEPARTMENT OF PROCESS AND FOOD ENGINEERING**  
**FACULTY OF ENGINEERING**  
**DECLARATION SAFETY FORM**

**A Designation**

1.	Postgraduate	Ph.D	<input type="checkbox"/>	Master	<input type="checkbox"/>
2.	Undergraduate	Laboratory	<input type="checkbox"/>	Mini Project/FYP	<input type="checkbox"/>
3.	Researcher/Post Doctoral/Research Staffs	Laboratory	<input type="checkbox"/>	Research Project	<input type="checkbox"/>
4.	Science Officer/University Staffs/Others	Laboratory	<input type="checkbox"/>	Research Project	<input type="checkbox"/>
5.	Laboratory Name _____				

**B Declaration**

1. I have read and understood The Department's Laboratory Safety Handbook & Laboratory Safety Notes
2. I have completed the Risk Assessment and COSHH (if needed) forms of my research
3. I have received basic training in the use of these equipment:

List of Testing Equipment	List of other Equipment

Notes: 1. The training is required before the personnel begin the laboratory work

2. The training includes:

- a. Safety equipments/requirements
- b. Equipment Operation/Best practices
- c. Emergency Procedures, Equipment, First Aid Kits
- d. Waste Disposal (if related)

4. **"I hereby declare that I will be responsible for all incidents. The Department of Process and Food Engineering shall not deem liable for any accidents occur due to safety negligence."**

5. Work area/Work station : \_\_\_\_\_ Period of Work:from \_\_\_\_\_ to \_\_\_\_\_

6. Prepared by: User's Name : \_\_\_\_\_

Matrix No. / ID. No.: \_\_\_\_\_

H/P No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sign & Date: \_\_\_\_\_

7. Checked by: (sign, stamp & date)

Supervisor: \_\_\_\_\_

(sign, stamp and date)

8. Approved by:

Head of Laboratory /

Dept. Coordinator of

Development: \_\_\_\_\_

(sign, stamp and date)

Issue No. : 01

Effective Date : 18/1/2021

## DEPARTMENT OF PROCESS AND FOOD ENGINEERING LABORATORY SAFETY NOTES

After reading this document, please sign and return the Laboratory Safety Form to the department's Science Officer. A copy of the laboratory safety manual may be obtained from the Laboratory or through Department's website <http://www.eng.upm.edu.my>.

### GENERAL INSTRUCTION :

1. YOU ARE RESPONSIBLE NOT ONLY FOR YOUR OWN SAFETY BUT ALSO FOR THE SAFETY OF OTHERS.
2. 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 : 8.00am–5.00pm. WORKING IN A LABORATORY ALONE OUT OF OFFICE 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/ASSISTANT ENGINEER.
3. YOU MUST WEAR PROPER PERSONAL PROTECTION EQUIPMENTS (PPEs) THAT NEEDED AND SUITABLE WITH YOU LAB WORKS.
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 ASSISTANT ENGINEER 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/ ASSISTANT ENGINEER
9. DO NOT DISPOSE OF UNKNOWN CHEMICALS DOWN THE LABORATORY SINK. REFER SUPERVISOR/ ASSISTANT ENGINEER 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.

