



**DEPARTMENT OF PROCESS AND FOOD ENGINEERING
FACULTY OF ENGINEERING
WORKING OUTSIDE OFFICE HOURS PERMIT**

A Designation

1. Postgraduate	Post Doc. <input type="checkbox"/>	PhD/Master <input type="checkbox"/>
2. Master Structure C (Without Thesis)	Laboratory <input type="checkbox"/>	Research Project <input type="checkbox"/>
3. Undergraduate	Laboratory <input type="checkbox"/>	FYP/Mini Project <input type="checkbox"/>
4. Research Assistant	<input type="checkbox"/>	
5. Laboratory Name	_____	

B Applicant

1. Name : _____

2. Matrix No. : _____

3. H/P No. : _____

4. Email Address : _____

5. Work Area : _____

6. Period of Work: from _____ to _____

7. Work Schedule

Date	Time	Time	Time	Time	Time	Time	Time

(Work schedule must be finalized by Assistant Engineer & Supervisor. Make an attachment if necessary)

8. Reason for working outside office hours : _____

9. Accompany's Name : _____

10. Matric/Staff No.: _____

UG PG Staff

11. Declaration : "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."

Applicant's Sign & Date

Supervisor Sign & Date

C Verification

1. Asst. Engineer
(sign, stamp & date) : _____

2. Head of Laboratory
(sign, stamp & date) : _____

FOR OFFICE USE

Approved Not Approved

Comment : _____

Head of Department : _____
(sign, stamp & date)

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. NORMAL 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.

