

Guidelines on Filling Up The KPM's Laboratory Safety Forms

1. Fill up the Undertaking of Laboratory Safety Briefing form after attending the Department's Laboratory Safety Briefing session.
 - Submit to Department's Science Officer within five (5) days from the briefing session date.
 - Get the supervisor's signature.
 - Make a copy of the completed form, email the original completed form to Department's Science Officer and CC to the supervisor.
2. Fill up the Declaration Safety Form (UPM/FK/KPM/DECLARE) form.
 - Fill up all these forms before commencing your lab work.
 - Complete all the information needed.
 - Get the supervisor's signature.
 - Get the approval signature from the Head of Laboratory/Dept. Coordinator of Development.
 - Make a copy of the completed form, email the original completed form to Department's Science Officer and CC to the supervisor.
3. Fill up the Risk Assessment (UPM/FK/KPM/RISK) (compulsory for all lab works) and COSHH Assessment (UPM/FK/KPM/COSHH) (if the lab works using any chemical and completing the form must be referred to the latest version of MSDS) forms
 - Fill up all these forms before commencing your lab work.
 - Complete all the information needed.
 - Get the supervisor's signature.
 - Make a copy of the completed form, email the original completed form to Department's Science Officer and CC to the supervisor.
4. Fill up the application form to use equipment (UPM/FK/KPM/APPLY) (if required).
 - Fill up all these forms before commencing your lab work.
 - Complete all the information needed.
 - Get the signature from the laboratory Assistant Engineer for the equipment plan to be used.
 - Get the supervisor's signature.
 - Get the approval signature from the Head of Laboratory/Dept. Coordinator of Development.
 - Make a copy of the completed form, email the original completed form to Department's Science Officer and CC to the supervisor.
5. Fill application form for laboratory access using the swipe card system (UPM/FK/KPM/ACCESS).
 - Fill up all these forms before commencing your lab work.
 - Complete all the information needed.
 - Get the supervisor's signature.
 - Get the signature from the laboratory Assistant Engineer.
 - Get the approval signature from the Head of Laboratory/Dept. Coordinator of Development.
 - Make a copy of the completed form, email the original completed form to Department's Science Officer and CC to the supervisor.
6. Fill up the application form to use the laboratory outside office hours (UPM/FK/KPM/PERMIT) (if required).
 - Fill up all these forms before commencing your lab work.
 - Submit the form 2 weeks before commencing your planned lab work.
 - Complete all the information needed.
 - Get the supervisor's signature.
 - Get the signature from the laboratory Assistant Engineer and Head of the Laboratory.
 - Submit to Department's Science Officer through email to get the approval signature from the Head of the Department.
 - Department's Science Officer will give back the application's result within 24 hours after getting approval from the Head of the Department.

PROCEDURES BEFORE START WORKING IN THE LABORATORY

