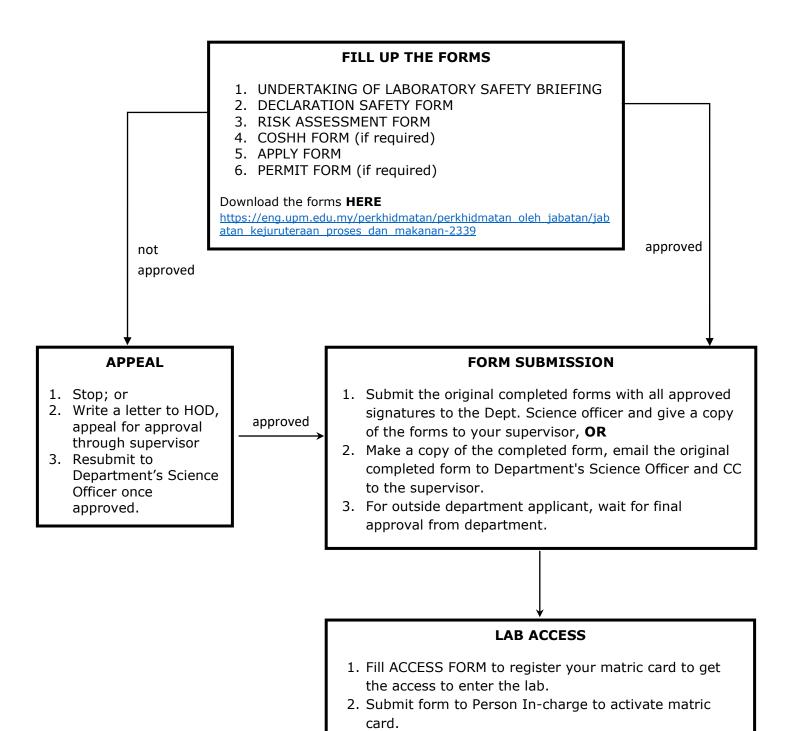
## **Guidelines on Filling Up The KPM's Laboratory Safety Forms**

- 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



3. Use your matric card / access card to enter the lab.