



DEPARTMENT OF CHEMICAL & ENVIRONMENTAL ENGINEERING, FACULTY OF ENGINEERING

LABORATORY SAFETY FORM

A. Activity	B. Status
<input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Student Project/ activities <input type="checkbox"/> Others (Please specify): _____	<input type="checkbox"/> UPM Staff <input type="checkbox"/> Research Assistant <input type="checkbox"/> Postgraduate Student <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> External(Please specify): _____

I Have Completed :

1	The Risk Assessment for my research	
2	The COSHH form (if necessary). <i>SDS must be attached for any chemical involved. DSO will not sign the form without SDS.</i>	

1.	Work Area/Lab.		Period of Study	From	Month	Year
				To		
2.	Your Name Matric no. H/P no. Email Address		Signed			
3.	Assistant Engineer of Lab		Signed			
4.	Head of Lab /Lab Coordinator		Signed			
5.	Supervisor/ Research Advisor		Signed			
6.	DSO*	Dr. Mohamad Syazarudin Md Said	Signed			

Declaration:

I _____, Matric No _____ have read and understood the Chemical, Environmental, Material & Biochemical Engineering Laboratory Safety Notes.

.....
Name :

Date :

COMPLETED FORM HAS TO BE SUBMITTED TO LAB ASSISTANT ENGINEER

*Departmental Safety Officer Representative (DSO): Dr. Mohamad Syazarudin Md Said Ext:4475

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 Lab assistant engineer.

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/ ASSISTANT ENGINEER.**
- 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 THE 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. SEE SUPERVISOR OR 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.

“BE SAFE NOT SORRY”