



SAFETY, RISK ASSESSMENT AND APPLICATION TO USE LABORATORY EQUIPMENT

DEPARTMENT OF COMPUTER AND COMMUNICATION SYSTEMS ENGINEERING
FACULTY OF ENGINEERING, UNIVERSITI PUTRA MALAYSIA

ATTENTION										
<p>A. Applicant must abide by all the laboratory rules and responsible for the cleanliness and safety of the equipment.</p> <p>B. Application from other Department/Faculty must be supported by the respective Head of Department/Dean.</p> <p>C. For Application to Borrow Lab Equipment, applicant should fill-up Borang Kebenaran Pelepasan Peralatan (SOK/PYG/BR15)</p>										
A. APPLICANT DETAILS										
Name						Matric No.				
Email Address						Phone No.				
Academic Year	20____ / 20____					No. of Semester				
Project Title										
Supervisor										
Faculty / Department	<input type="checkbox"/> Department of Computer and Communication Systems Engineering					<input type="checkbox"/> Others Faculty: _____ Dept.: _____				
Activity	Teaching / Research / Bachelor Project *									
Designation	Staff / PhD / Post Doc. / MSc / Bachelor / Research Assistant *									
Laboratory	<input type="checkbox"/> Photonic Systems Engineering Lab. <input type="checkbox"/> Information Engineering and Robotics Lab. <input type="checkbox"/> Communication and Network Engineering Lab. <input type="checkbox"/> Multimedia System Engineering Lab. <input type="checkbox"/> Computer and Communication Systems Engineering Workshop					<input type="checkbox"/> Electronic Communication Engineering Lab. I <input type="checkbox"/> Electronic Communication Engineering Lab. II <input type="checkbox"/> Computer and Embedded System Engineering Lab. <input type="checkbox"/> Intelligent System Engineering Lab. <input type="checkbox"/> Wireless Communication System Engineering Lab.				
B. EQUIPMENT & EXPERIMENT DETAIL										
Equipment to be Used						Type of Testing				
Work Schedule	Date									
	Time									
<i>Note: Please confirm the available time with Laboratory Staff</i>										
C. RISK ASSESSMENT										
<p><i>This Risk Assessment must be completed by a lab user and checked by a competent assessor/supervisor for any procedure of work carried out before an attempt is made at the procedure of work.</i></p>										
Name of Experiment										
Describe Work Procedures										
Expected Hazard						Risk of Injury and its Severity				

DEPARTMENT OF COMPUTER AND COMMUNICATION SYSTEMS ENGINEERING**LABORATORY SAFETY NOTES****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 ADHERENCETO, 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. Ensure the cleanliness of the equipment is always maintained. Attired all the time
4. You must wear proper personal protection equipment (PPES) that needed and suitable with your lab works.
5. Make sure the PPE storage location and method of use, i.e. *Fire Extinguishers, Eyewash Bottles, and First Aid Kits.*
6. Familiarise yourself with the layout of the building and its fire escapes.
7. Do not eat, drink, or smoke in the laboratory.
8. In the event of an accident, it is essential that any injury be reported to an assistant engineer as soon as possible. A report of the accident will then be forwarded to the departmental safety representative.
9. Report all accident/spillages to a supervisor/ assistant engineer.
10. Do not dispose of unknown chemicals down the laboratory sink. Refer supervisor/ assistant engineer for advice.
11. Follow the instruction from time to time by Laboratory/Department/University.

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”

