School of Chemical Sciences Universiti Sains Malaysia



Laboratory Safety Briefing Checklist

No	Items	Tick √	
1	Wear personal protective equipment (ALD), such as lab coat, shoe, rubber gloves and		
	goggle at all times in the laboratory. No open toe shoes are to be worn in the laboratory		
2	There are to be no foods and drinks in the laboratory at any time.		
3	Do not run or play in the laboratory or along the laboratory corridor.		
4	Make sure the emergency door is unobstructed and can be opened easily during emergency.		
5	Do not operate any instrument or device without permission. Stop the operation immediately if anything happens and report it to the person in charge.		
6	Use fume hood when using noxious or fuming chemicals (concentrated acids and alkalis).		
7	When diluting concentrated acids especially sulfuric acid, always first by mixing acid into water. Perform this liquefaction work in the fume hood .		
8	Do not pipette the solution by mouth . Use a pipette bulb.		
9	Do not taste or smell chemicals.		
10	Make sure all chemical containers including chemical waste are properly and clearly labeled.		
11	Use appropriate containers/equipment to carry or transfer chemicals/items.		
12	Always be aware of any source of danger in the laboratory. SAFETY FIRST .		
13	Do not bring or allow unauthorized persons to enter or be in the laboratory.		
14	Do not work alone in a laboratory without the knowledge of lecturer or lab officer. Make sure the working rules in laboratory after office hours are followed.		
15	Most of the chemicals in laboratory are toxic and corrosive . Avoid contact them with skin. Immediately wash the affected area with copious amount of water if get contact. Remove the clothing immediately if get chemical spillage on clothing. Time is of the essence.		
16	Any spills must be cleaned up immediately and report to the lab officer.		
17	Do not take out the apparatus without permission from lecturer or lab officer.		
18	Do not change the location of equipment/device that has been positioned.		
19	Do not leave glasswares, bottles or containers of chemicals on the bench or in the fume chamber after use. Return them back to their storing place in tidy manner.		
20	Do not dispose of chemical waste into regular sink. Pour it into designated waste containers.		
21	Do not dispose glass apparatus, syringe needles, empty bottles and chemical containers into ordinary rubbish bins. Dispose them into assigned bins.		
22	Make sure the gas tank regulator and electricity (for equipments, devices, fans and lights) are switched off before you leave the lab.		
23	Always maintain a clean and organized work area including weighing areas, drying ovens, hoods, reagent benches and sinks.		
24	Standard Operating Procedures (SOP) when fire a) Follow exit door b) Press and alert with fire alarm c) Go down to assembly area ("Tapak Konvo" area) d) Use stairs and don't use lift to exit from the building		
25	Beware of the location of all important safety items in your laboratory in case of any accident occurs. These safety items include: a) Eye wash station/facilities c) Fire extinguishers e) First aid kit		
	b) Safety showers d) Fire blankets NOTE: When accident happens like chemical spillage, injury or any damage, please inform Lab Officer of the lab or Assistant Science Officer. If after working hour, please contact Emergency Respond Team.		

Student's signature and name	<u>:</u>
Date	:



LABORATORY SAFETY AND SECURITY STUDENT DECLARATION FORM

		(NRIC/Passport No.:)			
do	hereby declare and undertake that:				
(i)	I am a student from School of	,			
	USM beginning the academic	c year(20/20) Year (1 / 2 / 3 / 4 /)			
	(Undergraduate/MSc/PhD)				
(ii)	I have been fully briefed by the S	chool and/or USM on the rules and regulations in using			
	the laboratories in the School;				
(iii)	I understand and shall comply wi	ith all the safety and security measures and shall abide			
	by all the regulations and directives while being and/or working in any of the laboratories				
	of the School at Building G09 and G09A. I shall also be responsible for all my actions				
	while being and/or working in the	e School's laboratories;			
(iv)	USM shall not be responsible	nor held liable for any accident or inconveniences			
	caused by my negligence while	being and/or working in any of the laboratories of the			
	School;				
(v)	I shall not disclose any confiden	tial information of the School and/or USM to any third			
	party for any reason whatsoe	ver, save and except with the approval or at the			
	instructions of USM.				
	Signed by:	Witnessed by::			
	Name:	Name:			
	Date:	Date:			
		Lecturer/Supervisor's stamp:			