

**FACULTY OF ELECTRICAL ENGINEERING
UNIVERSITI TEKNOLOGI MALAYSIA**

**SAFETY POLICIES AND REGULATIONS FOR
RESEARCH LABORATORIES**

Effective August 2017

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Effective August 2017

I certify that I have read and I understand the Safety Policies and Regulations for Research Laboratories. In consideration of being permitted to access in a research laboratory, I will abide by these rules and regulations. At all times I will use safe laboratory procedures.

STUDENT NAME

STUDENT SIGNATURE

SUPERVISOR NAME

SUPERVISOR SIGNATURE

Date

Please sign and return this page to Facility Manager and keep the Safety Policies and Regulations for Research Laboratories for your reference.

SAFETY POLICIES AND REGULATIONS FOR RESEARCH LABORATORIES

Effective August 2017

These safety policies must be observed by at all times in the research laboratories in Faculty of Electrical Engineering. Those who violate these policies will be prohibited from using the research laboratory. These policies are meant to assist clear thinking, reasonable judgment and the exercise of foresight for student who are working in the research laboratory. It is essential that you study this material in order to understand what is expected of you while you work in a research laboratory. Everyone is responsible for safe laboratory practices and is expected to exercise all due caution, consideration and prudence when working in the research laboratory.

STUDENTS AT FACULTY OF ELECTRICAL ENGINEERING ARE NEVER ALLOWED TO DO ANY EXPERIMENTAL RESEARCH WORK INVOLVED ANY EQUIPMENTS THAT ARE REQUIRED PERSONAL SUPERVISION FROM THEIR SUPERVISOR OR ASSISTANT ENGINEER WHO MUST BE PHYSICALLY PRESENT IN THAT RESEARCH LABORATORY.

A. RULES FOR GENERAL SAFETY

- i) Unauthorized experimentation and work in the laboratory are forbidden.
- ii) Unauthorized personnel or unsupervised undergraduate students are not permitted in a laboratory at any time unless authorized by the Facility Manager.
- iii) Excessive noise are forbidden.
- iv) Be aware of his or her individual safety responsibilities.
- v) Look out for the safety of others in the laboratory, including visitors.
- vi) Report accidents and unsafe conditions to the Safety officer.
- vii) Any personal injury or accident that may occur in the laboratory must be reported to Facility Manager of Security by activating the emergency telephone.
- viii) OSHE, must be notified immediately at any time of incident occur. Work will be suspended until an investigation result obtained.
- ix) Know and follow emergency procedures, including the location and proper use of emergency equipment.
- x) Everyone must know the location and proper use of fire extinguishers and first aid kits that are available in the laboratory in which he or she is working.
- xi) Good housekeeping is essential.
- xii) As a reminder of University policy, smoking is prohibited in all university area.

B. LABORATORY HOUSEKEEPING

- i) This is a multi-user multidisciplinary laboratory. Please keep laboratory clean and tidy.
- ii) Do not leave any food waste in the laboratory.
- iii) Floors should be free of hazards. Never leave carelessly discarded objects, dropped objects, or spilled material on the floor.

C. ENFORCEMENT

- i) OSHE Officer will periodically inspect the laboratory to insure that safety rules are being observed.
- ii) Complaints about conduct of other lab users should be directed to Facility Manager.
- iii) Those repeatedly violated of the Safety Policies and Regulations for Research Laboratories and OSHE Policies will be prohibited from further use of the laboratory.