



Laboratory Safety Guideline

1 FACILITY ACCESS

- Only the following personnel can enter the facility:
 - Registered students,
 - Registered contract workers,
 - Individuals with a Permit to Work (if applicable).
- Display your ID card at all times while in the laboratory.
- Unregistered personnel are not allowed to enter laboratory at any time
- Obtain approval from the laboratory manager for entry permission
- Only trained and proficient staff/students can access laboratories. Those wishing to perform routine tasks must be supervised by a fully competent person.

2 AUTHORIZATION

- Complete the relevant form before working in the lab:
 - Application Form for Lab User
 - After Office Hours Laboratory Usage Agreement Form, CSL Lab.
 - Approval Form for Working in The Laboratory/Workshop After Office Hours Occupational Safety and Health, USM

3 PERSONAL PROTECTIVE EQUIPMENT

- Wear suitable PPE at all times in the laboratory
 - Laboratory coat, fully covered shoes, partial facial mask, gloves, hair tied or hijab secured, appropriate clothing, Goggles (if needed)
 - Inspect all protective equipment for defects before use. Do not use any defective equipment.

4 REGISTRATION

Record your details in the Laboratory Usage Log before starting laboratory work

5 ORIENTATION

- New users must attend a laboratory briefing conducted by staff and sign the required form before starting any work. This is required only once.
 - Orientation logbook
- Contract workers must be briefed on laboratory conditions before performing maintenance to reduce risks to ventilation and dust contamination.

6 EQUIPMENT USAGE

- Follow all access restrictions for high-risk areas or equipment. Obtain permission if necessary.
- Please return back all the lab apparatus to its original place after using it.

7 CHEMICAL HANDLING

Strictly adhere to the protocols outlined in the Chemical Management Guideline.

8 INCIDENT ACTION TAKEN

- NOTIFY the laboratory staff of any problems as soon as possible
- During office hours
 - Inform the laboratory staff if you get any INJURY when working in the laboratory.
- After office hours
 - Consult Safety Officer for emergency action.
- If the incident is serious
 - IMMEDIATELY go to the emergency room and alert the laboratory management.
- If chemicals are involved
 - Inform staff for immediate action and the Safety Officer for reporting if needed.



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LAB SAFETY REMINDER



TO REMEMBER:

- If you do not understand how to do something in the laboratory, **PLEASE ASK** the laboratory staff.
- **DO NOT** bring friends, child or unauthorized person to laboratory.

EQUIPMENT AND FACILITY

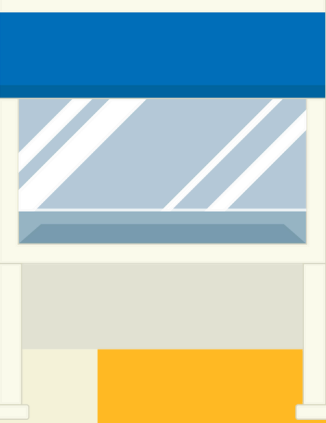
- Please **SWITCH OFF THE LIGHT** in the cold room when you exit.
- **ALWAYS** close and latch the freezer doors completely (both -80°C and -20°C) when not in use
- Please **WIPES DOWN** the balances when you are done using them.
- **TURN OFF** all orbital shaker and mixers when not in use.
- Make sure samples are **CAPPED TIGHTLY** and **COUNTERBALANCED** appropriately when centrifuging. Clean the centrifuge after use.
- If you have broken something, please **REPORT** it to the laboratory staff
- **CONSULT** laboratory staff to conduct the cryogenic liquids.
- **CLEAN** all glassware after use

PERSONAL PROTECTION

- Remove gloves when handling equipment, the phone or when leaving the laboratory to prevent the spread of chemical or biological contaminants.
- Wash hands well with soap and water before leaving the laboratory. Do not wash hands with solvents.
- Do not drink, eat, chew gum, smoke, use tobacco products, or apply cosmetics in the laboratory.

BIOSAFETY MANAGEMENT

- Use **biosafety cabinet**
 - When handling potentially infectious samples during initial processing
 - When performing procedures with a high potential for aerosol generation.
- Use **fume hood**
 - When handling volatile chemicals or conducting procedures that release harmful fumes.



LABORATORY WASTE

- All sharps objects such as scalpel blades, hypodermic needles, Pasteur pipettes, pipettes tip and contaminated broken glass etc. **MUST ALWAYS** be disposed of in the 'sharps bins'.
- **DO NOT** throw other than sharps into sharps bins.
- **DO NOT** discard regular trash like plastic, paper, food, and etc in biohazard bin
- **DO NOT** discard chemical, radioactive, or biological wastes in regular trash (domestic bin).
- Dispose of needles immediately without recapping them.
- If the sharps bin is $\frac{3}{4}$ full, **INFORM** laboratory management for a replacement.