



LABORATORY SAFETY GUIDELINE
Craniofacial Science Laboratory (CSL)
School of Dental Sciences, USM Health Campus

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1. INTRODUCTION:

Laboratory safety Guide is a brief guide for all laboratory user about laboratory safety procedure to be followed while working in the laboratory.

2. OBJECTIVE:

This guideline is made to

- a) ensure safety all personnel in the building at all time.
- b) to minimize the risk at all time.

3. ABBREVIATION

- CSL : Craniofacial Sciences Laboratory
- MLT : Medical Laboratory Technologist
- SO : Safety Officer
- TO : Training Officer
- LM : Laboratory manager
- TDR : Deputy Dean [Research, Innovation, and Industry-Community Engagement]

4. PROCEDURE AND RESPONSIBILITY

NO	PROCEDURE	RESPONSIBILITY
4.1	<p>ACCESSIBILITY</p> <ol style="list-style-type: none"> 1. All personnel should have access to entering the facility: <ol style="list-style-type: none"> i) Registered student, ii) Registered contract worker, iii) Permit to Work (if any). 2. Student should fill in the respective form before continuing work in the laboratory: <ol style="list-style-type: none"> i) Borang Permohonan Makmal Sains Kraniofasial ii) Borang Permohonan Penggunaan Makmal Biomaterial iii) Borang Kebenaran Bekerja di Luar Waktu Pejabat 3. Clearance should be granted before proceed to the next procedure. 4. No unregistered personnel should be in the laboratory at any time. 5. Student should recognize the area of working and laboratory staff to be refer for any consultation. <p>Access to laboratories should be restricted to employees/students who have been trained and are proficient in the operations of the laboratory's machinery/equipment processes and who have a sound knowledge of the required safety procedures. Other employees/students wishing to undertake routine tasks in a laboratory are also permitted access to laboratories provided they are working under the supervision of a fully competent person.</p>	<p style="text-align: center;">MLT</p> <p style="text-align: center;">LM</p> <p style="text-align: center;">MLT</p>
4.2	<p>PERSONEL PROTECTIVE EQUIPMENT</p> <p>All personnel should wear Personal Protective Equipment at all time during working in the laboratory;</p> <ol style="list-style-type: none"> a) Laboratory Coat b) Fully covered shoes c) Partial Facial Mask d) Gloves e) Long Hair is tied / Hijab is neat. f) Suitable cloth g) Googles if needed <p>Refer to 'Panduan Pemakaian Makmal' and 'Panduan Siswa Baharu' by USM.</p>	<p style="text-align: center;">CSL Staff</p>
4.3	<p>LABORATORY ORIENTATION</p> <p>All user should undergo Laboratory briefing and sign the respective form as part of the clearance procedure before continuing any work in the laboratory.</p> <p>Contract Worker should be brief about laboratory condition before executing any maintenance work to minimize any risk to the laboratory ventilation and dust contamination.</p>	<p style="text-align: center;">TO</p> <p style="text-align: center;">LM</p>
4.4	<p>User should write down in the 'Buku Daftar Masuk Makmal' each time before laboratory session is start. Refer to PPSG/CSL/SOP-07; Appendix B (1/11) ORIENTATION LOGBOOK FOR LABORATORY USER</p>	<p style="text-align: center;">CSL Staff</p>

4.5	<p>Should all personnel follow the following practice while in the laboratory:</p> <ul style="list-style-type: none"> a) Wear suitable Personnel Protective Equipment (PPE). b) Wear low-heeled shoes with fully covered c) Remove gloves when handling equipment, the phone or when leaving the laboratory to prevent the spread of chemical or biological contaminants. d) Before using any protective equipment, inspect for defects. Do not use defective protective equipment. e) Refer to 'Safety Work Procedure' attached with some equipment. 	CSL Staff
4.6	<p>CHEMICAL HANDLING AND USAGE</p> <ul style="list-style-type: none"> a) User should wear proper Personal Protective Equipment before handling any chemicals. b) All chemicals handling and usage should follow the Safety Data Sheet (SDS) attached with the chemicals. c) All chemicals waste should dispose correctly referring to Safety Data Sheet and waste segregation. Refer to ORIENTATION LOGBOOK FOR LABORATORY USER Section D. 	CSL Staff
4.7	<p>Before leaving the laboratory, all user should ensure:</p> <ul style="list-style-type: none"> a) All working area has been cleared (from any laboratory apparatus, waste and specimen) b) All working area has been wiped with 70% alcohol c) All laboratory waste has been disposed correctly based on waste segregation d) All sharp materials have been disposed in sharp bin e) Laboratory apparatus has been washed and keep dry in drying cabinet f) All specimen/research material is labelled and kept correctly in respective storage. 	CSL Staff
4.8	<p>HANDLING AN INCIDENT</p> <ul style="list-style-type: none"> a) If any incident occurred while working in the laboratory during office hour, user should consult any staff for emergency action. b) If any incident occurred while working in the laboratory after office hour, user should consult any Safety Personnel (Pengawai Keselamatan) for emergency action. c) If the incident is serious, should be proceed to Emergency Department. d) If any chemical involved in the incident, informed any CSL Staff for immediate action and Safety Officer for reporting to other party if needed. e) Staff should inform Safety Officer for further action (report purposes). 	<p style="text-align: center;">User</p> <p style="text-align: center;">User</p> <p style="text-align: center;">CSL Staff</p> <p style="text-align: center;">CSL Staff/ Safety Officer</p> <p style="text-align: center;">Staff/ Safety Officer</p>