

# DEPARTMENT OF BUILDING

## GENERAL SAFETY GUIDELINES (FOR LABORATORY/WORKSHOP)

### **1. General Conduct**

- Keep the lab/workshop area tidy and clean after use.
- Smoking is strictly prohibited in the laboratory/workshop.
- Eating and drinking are not allowed in the laboratory/workshop.
- Sensible behavior is essential, even minor “horseplay” should be discouraged.
- Report any incidents or spills (chemical/biological) to the Lab Staff or Supervisor.
- Unauthorized persons (Friends and/or families) are not allowed in the laboratory/workshop. Visitors are required to report to lab staff in charge before touring.

### **2. Use of Laboratory/Workshop**

- NO laboratory/workshop work is to be carried out by students without the presence of the Laboratory staff or Supervisor.
- Familiarize yourself with any additional safety rules specific to your work (e.g. working with sharps tools).
- Note the location of eyewash/shower, fire extinguisher, first aid box and exit locations of the laboratory/workshop.
- It is not advisable to work alone in laboratory/workshop – A buddy system should be used.

### **3. Use of Equipment**

- Students should not operate equipment without being trained on its procedures and hazards.
- Student must exercise due care and proper usage of the equipment.
- Equipment or tools that are in badly worn or poor condition should not be used. Inform the relevant lab staff immediately.
- Loose clothing and jewellery should not be worn while working with machines in workshops.
- When in doubt, always ask.

### **4. Personal Protection Equipment (PPE)**

- Covered Shoes must be worn when handling equipment in the laboratory/workshop – No sandals or slippers are allowed.
- Proper Respiratory Protection, gloves and lab coat must be worn when working with chemical, biological and particles (wood/metal) materials.
- Proper Eye Protection must be worn when working with chemical, radiation and particles material (wood/metal).

### **5. Use of Chemicals**

- Chemicals taken for the project or experiments use must be signed out.
- Pipetting by mouth is not permitted.
- All glassware must be thoroughly clean after use.
- Report any breakage of glassware.
- Do not store/mix incompatible chemicals together (e.g Acid and Flammable). Refer to the SDS of chemical for information.
- When using the fumehood, consult relevant lab staff on its operation.

### **6. Use of Biologicals**

- Biological media taken for the project or experiments use must be signed out.
- Biological cultures are not allowed to be removed from Biological Room prior to autoclaving.
- Switch on the exhaust fan when working in Biological Room.
- When using autoclave and centrifuge, consult relevant lab staff on its operation.

### **7. Use of Gas Cylinders**

- Secure cylinders properly with chains/brackets at all times.
- Close valves when not in use.
- Store cylinders in cool, well-ventilated area in compliance with the SCDF guidelines.
- Use cylinder trolley during transportation
- Do not store cylinders near flammable or combustible substances.