



## LAB SAFETY ACKNOWLEDGEMENT FORM

Name of Requestor: \_\_\_\_\_ School/Division: \_\_\_\_\_

Designation: \*Acad Staff/Research staff/Research student/FYP/Others: \_\_\_\_\_

\*(Delete where necessary)

Contact Number (hp): \_\_\_\_\_ Matriculation Number: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Mentor's Name: \_\_\_\_\_

Nature of Project:  Final Year Project  Inter. Sem. Program  
 Research Project  Consultancy Work  
 Others: Please specify: \_\_\_\_\_

### **Responsibilities & Liability**

Where the school has not been negligence or breach of any duty, it assumes no responsibility for injury, damage, accident or loss that may be caused to you or your property.

By signing below I hereby agree:

- I have been briefed on the necessary safety requirements and information for working in the lab;
- To fulfill the basic requirements such as attending any needful practical safety training and passing the lab safety quiz;
- To abide the Safety Rules & Regulations stated overleaf;
- To carry out my activities within the lab in a socially responsible manner at all times.

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date

Note:

- 1) The School reserves the right to ban you from using laboratory facilities if you are found working unsafely or endangering the health or safety of others.
- 2) Return completed form to MSE Health, Safety & Environment (HSE) at General Office.

## **Safety Rules & Regulations**

- Observe and comply with all required attire and PPE. No wearing of slippers or sandals or shoes that exposed the toes;
- Observe and comply with all put up signs, e.g. no opening of doors with handgloves on;
- Handle all equipment/ chemical with due care and follow operating procedures;
- Strictly no food or drink in the laboratory areas;
- Observe all safe handling of chemicals (read SDS). Some handling may need to be done within enclosure;
- Observe proper disposal of wastes, including sharps;
- Carry out housekeeping promptly, i.e. right after each experiment;
- Strictly no obstruction to common passageways, fire exits or fire-fighting equipment or notification devices;
- Report any unsafe act or conditions promptly;
- Report any incident promptly. Do not delay in reporting;
- Label all chemical containers;
- No working alone after office hours unless accompanied by authorized lab user;
- Do not bring in outsiders/unofficial personnel into the lab;
- No horseplay within the work area;
- Follow all established work instructions or procedures;
- Comply with NTU Smoke Free Policy for smoking;
- Strictly no pouring of chemical and waste into the sink or toilet;
- Carry out experiments with due care for others (acting responsibly) within the laboratory.

### **Disciplinary Actions for safety violations**

Disciplinary action(s) will be taken for those who infringe the safety rules and regulations. This includes barred from use of laboratory facilities from at least 24 hours up to 1 week, depending on the severity of issues or if it is a repeated offence.

Note: Please refer to the safety manual for more details on the necessary procedure or other safety information.