

## **ENGINEERING LABORATORY II**

STAFF IN CHARGE	: MS. NOR IZZATI HASHIM
EXT	: 5003
OPERATION HOUR	: 8.10 AM – 5.10 PM
LECTURER IN CHARGE	: ASSOC. PROF. DR. YAM FONG KWONG

### **GENERAL LAB/WORKSHOP SAFETY RULES**

- Do not be frivolous in the laboratory and always be cautious towards any potential hazards.
- Use personal protective equipment (PPE) which is suitable with the hazards when you are working in the laboratory/workshop, e.g. lab coat, non-slip footwear, nitrile gloves for handling concentrated acid etc.
- Do not horseplay in the laboratory/workshop or along the corridors of the laboratory/workshop.
- Do not eat/drink, bring or keep food/drinks in the laboratory/workshop, including storing food/drinks inside the laboratory/workshop refrigerator.
- Please ensure that the emergency exits are not obstructed and can be easily opened in case of emergency/fire.
- Please ensure that all chemical containers including chemical waste are correctly and clearly labelled.
- When diluting concentrated acid especially Sulphuric Acid, always add the acid into the water. This dilution must be done in the fume hood.
- Do not pipette solutions by mouth; use the pipette bulb.
- Do not taste or smell any chemicals.
- Do not bring or allow unauthorized persons to enter or stay in the laboratory/workshop.
- Every spillage must be cleaned immediately.
- Use suitable containers or instruments to carry or transport chemicals/things.
- Do not work alone in the laboratory/workshop. Please ensure that the Rules for Working at the Lab/Workshop After Office Hours are being complied.
- Please ensure that all electrical equipment, fans, lights etc. are switched off before you leave the laboratory/workshop.
- Please ensure that all glass apparatus, syringe needles, emptied bottles, chemical containers etc. are not discarded together with other domestic wastes or discarded into domestic waste bins.
- Do not leave bottles or chemical containers inside the fume hood after used.
- Do not pour or discard chemical waste into the regular sink. Follow the Management and Disposal of Chemical Waste Procedures.
- Every accident must be reported and investigated. Every injury must be treated.