



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

FACULTY OF SCIENCE  
DEPARTMENT OF BIOSCIENCES

**OCCUPATIONAL SAFETY &  
HEALTH COMMITTEE**

**LABORATORY SAFETY FORM**

FS/OSHE/FORM/01  
REV: 0  
DATE: 2/10/2018

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**Laboratory Safety Acknowledgement Form**

**Please fill out 3 copies:**

1. Student copy (To be include in lab book)
2. Supervisor copy
3. FS- OSHE unit copy: Ms Amalina (T02)

Workers Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Undergraduate/Postgraduate Project Title: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Laboratory Name : \_\_\_\_\_

Duration of Project: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

Lab Telephone: \_\_\_\_\_

- Laboratory work can be only carried out by approval of personnel and approve containment workplace design by the safety officer. **Appendix (list of lab and in charge personnel)**
- Risk assessment/HIRARC, MSDS and SOP must be read and understood prior to commencement of work.
- Worker must receive proper training in handling microorganisms including recombinant microorganisms (LMO/GMO) and an appropriate standard of supervision of the work must be maintained followed by Malaysian Biosafety Act 2007.
- Eating, chewing, drinking, smoking, storing of food and applying cosmetics are **PROHIBITED** in laboratory area.
- Use suitable apparatus such as tip to aliquot solution and mouth pipetting is strictly prohibited.
- Hands must be washed before leaving the laboratory and **NOTIFY** laboratory staff immediately if contamination is suspected. Disposable glove should be restricted in the `WORKPLACE ONLY`. Dispose used glove properly in CONTAINER provided.
- Lab coats must be worn at all times in laboratory and **removed** before washing hands and leaving the laboratory.
- **Outdoor clothing** and **personal belongings** such as handbags must not be brought into the laboratory.
- Contamination of skin and mucous membranes and self-inoculation must be avoided.
- Sharps or scalpel blade should not be used unless essential for the work.
- BAs/GMMs must be safely stored in designated incubators, refrigerators and freezers. Details of all organisms must be maintained in the department (in logbooks and file).

- Worker shall be knowledgeable and took IMMEDIATE ACTION in an event of accident or chemical spillage and shall use available effective disinfectants for immediate use.
- Waste materials contaminated with BAs/GMMs must be decontaminated before leaving the area either by suitable disinfection or by autoclaving.
- ALL WASTE materials SHALL BE DECONTAMINATED by autoclave
- Items awaiting disinfection must be stored in a safe manner. Pipettes must be totally immersed in disinfectant after used. Plasticware, glassware and petri dishes containing media must be decontaminated.
- Benches and safety cabinets must be cleaned with an approved disinfectant after work is completed.
- Housekeeping must be of a high standard and avoid storing items such as cardboard boxes underneath benches as these may become contaminated in the event of spillage.
- Broken glass should immediately be cleaned up and discarded into the container labelled for that purpose.
- All accidents and incidents must be reported to the Assistant Science Officer or Safety Officer immediately.
- Maintenance personnel must always obtain permission from a responsible member of staff in the area involved before entering a restricted area.
- Equipment requiring service or repair which has been in contact with BAs or GMMs must have a signed certificate stating that it does not present any hazards before an engineer is asked to work on it.

This is to certify that I have read the "Laboratory Safety Acknowledgment Form" and have been given ongoing verbal instructions from the instructor concerning safety procedures. I realize that failure to observe these instructions could result in serious injury to others and myself and acknowledges my responsibility towards the care to be used in handling all materials and equipment.

In order to avoid damage to equipment and injuries to others, and myself I promise to observe and obey these rules at all times.

If I neglect these safety rules I understand I may be removed from the laboratory portion of the course.

(Student signature & date)	(Supervisor signature & date)

**SOP** : Standard Operating Procedure  
**Bas** : Biological agents  
**GMMs** : Genetically Modified Microorganisms  
**ASO** : Assistant Science Officer