



KING FAHD UNIVERSITY OF PETROLEUM AND MINERALS

Laboratory Safety

Basic Student Guidelines

(Please read these Safety Guidelines, complete and sign the last page and give it to your instructor)

Safety is a priority at KFUPM!

Science activities in the laboratories may have potential hazards. You will use some equipment that may be dangerous if not handled properly. Safety in the laboratories is an important part of the scientific process. To ensure a safe laboratory in KFUPM, a list of basic safety rules has been developed and is called the Laboratory Safety Contract. These rules must be followed at all times whenever you enter the laboratory. Additional safety instructions will be given for each activity by your instructor. No student will be allowed to participate in science activities in the laboratory until this contract has been signed by him.

Pay close attention to this information – our goals are:

1. To avoid accidents in the lab, and
2. To respond promptly and appropriately in case of any emergency.

Safety depends on you!

It is your responsibility to follow the instructions in the lab manual and any additional guidelines provided by your instructor. It is also your responsibility to be familiar with the location and operation of safety equipment such as eyewash units, showers, fire extinguishers, first aid kit, chemical spill cleanup kits etc.

General Safety Guidelines for Laboratories

1. Conduct yourself in a responsible manner at all times in the laboratory. Playing with equipment, practical jokes, and pranks will not be tolerated.
2. Follow all written and verbal instructions carefully. Ask your teacher questions if you do not understand the instructions.
3. Do not touch any equipment, supplies, or other materials in lab without permission from the teacher.
4. Perform only authorized and approved experiments. Do not conduct any experiment when the teacher is out of the lab.
5. Never eat, drink, chew gum, or taste anything in the lab.
6. Wear appropriate protective clothing. Do not wear open-toed shoes, sandals, shorts or shirts with dangling sleeves. Tie back long hair and avoid dangling jewelry.
7. Wear safety glasses or goggles when instructed. Never remove safety glasses or goggles during an experiment. There will be no exceptions to this rule!
8. Keep hands away from face, eyes, and mouth while using science materials, equipment or when working with chemicals. Wash your hands with soap and water before leaving the lab.
9. Keep your work area and the lab room neat and clean. Bring only your laboratory instructions manuals, worksheets, and writing instruments to the work area.
10. Always turn off the power before working on any electric circuit or electronic device.
11. When operating with electric circuits and electronic devices other than just a computer, you must work in pairs or teams.
12. Always handle all chemicals with extensive care and keep them from coming into contact with your eyes, skin, clothing, or mouth.
13. Always report chemical spills and broken equipment to the lab assistant or instructor immediately. They will advise you of proper cleanup procedures.
14. Never leave an experiment unattended unless approved by the instructor. If you must leave the lab, have a classmate keep an eye on your experiment.
15. Clean all work areas and equipment at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
16. Follow your teacher's instructions to dispose of any waste materials generated in an experiment.
17. Dispose of sharps waste properly — place broken glass in the glass discard container, metal in the metal waste container, and place other waste materials in the designated container(s). Secure all sharps, including needles, blades, probes, knives, etc.
18. If there is a fire drill during your lab period, turn off all gas valves and electrical equipment before leaving.
19. Report any safety issues, safety violations or any incident that you are aware of as soon as possible to your instructor/teacher immediately.
20. In case of emergency, call 999 from campus phone or 03-860-9999 from mobile phone.

Student Safety Contract Agreement

By signing this form, I verify that I have read and understand each of the above mentioned safety rules in this contract. I agree to follow them to ensure not only my own safety but also the safety of others in the laboratory.

I also agree to follow the general rules of appropriate behavior for lab at all times to avoid accidents and to provide a safe learning environment for everyone. I understand that if I do not follow all the rules and safety precautions, I will not be allowed to attend the laboratory activities and the violation of any safety rule is cause for stern disciplinary action.

Student Name: _____ Student Number _____ Signature: _____

Phone No. : _____ Email : _____

Department : _____ Lab Name: _____

Instructor/Teacher name: _____

Person(s) to be notified in the event of an accident of emergency:

Name: _____ Relationship: _____

Phone (home): _____ Mobile: _____