**I-REVISION AND APPROVAL**

This procedure is released, checked and approved as follows.

|  |  |  |
| --- | --- | --- |
| Prepared by | Reviewed by | Approved by |
|  |  |  |
| Razhan Shahab AhmedResearch Assistant | Rasha AlkabbanieCoordinator of QMS | Dr. Mehmet OzdemirVice president of Academic Affairs |

**II-Revision History**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Date of Revision** | **Ver.** | **Validity** | **Description of Change** | **Prepared by** | **Reviewed by** | **Approved by** |
| 1 |  21 / 1 /2021 | 0 | 4 years | Original Release | Razhan Shahab Ahmed | Rasha Alkabbanie | Dr. Mehmet Ozdemir |
|  |  |  |  |  |  |  |  |

1. **Safety Rules:**
2. **Teaching Assistants will be responsible to give the undergraduate students a theoretical and practical training on the laboratory safety and to ensure that all students become aware about Personal Protective Equipment (PPE), how to use safety equipment ( Lab Coats, Gloves and Glasses ) and where the safe assembling point is in a case of emergency.**
3. **It’s not allowed for any undergraduate student to work in the laboratory without wearing PPE.**
4. **Student’s shall notify the teaching assistants in case of any safety related issues.**
5. **Researchers shall notify the Laboratory personnel or the laboratory technician in case of any safety related issues.**
6. **General Rules**
7. **It's not allowed for any undergraduate student to work in the laboratory alone.**
8. **Researchers ( Post Docs, Research Assistants. Graduate Students, and Undergraduate Students as Researchers) will not be allowed to work in the lab without having permission from laboratories Coordinator and signing the Safety Declaration Form available in the offive lab, coordinator or teaching assist and getting it approved by the Head of the Department.**
9. **Researchers should avoid working in the laboratory alone. As much as possible a laboratory personnel will be present in the laboratory during the working hours.**
10. **Laboratories will be closed after working hours. However , a prior arrangement can be made for a laboratory personnel or a Technician who is trained on safety rules and procedures to accompany a researcher in need of staying beyond the regular working hours.**
11. **If performing work or experiments in the absence of a laboratory personnel cannot be avoided ( especially outside working hours). They should also arrange with University Security to check laboratory workers. However, in any case no hazardous experiment should be undertaken when alone in a laboratory.**
12. **Keys will be issued only for full time employed. No keys will be issued for other researchers.**
13. **Undergaduate students who work as his/her graduation projects shall fill the “Undergatuate Lanoratory Work Permission Form“ before working in the laboratory.**
14. **Rules & Regulations on Lab & Equipments Use**
15. **Students must not use any equipments without the supervision of a laboratory personnel or a supervisor.**
16. **Students must be carefull in the use of the equimpents any equimpnet broken by the students they are resposible for provding the lab with a new one or fixing the old one.**
17. **Uncalibrated machines can not be used for the purpose of reasearches.**