**I-REVISION AND APPROVAL**

This procedure is released, checked and approved as follows.

|  |  |  |
| --- | --- | --- |
| Prepared by | Reviewed by | Approved by |
|  |  |  |
| Asmaa Yaseen Mawlood  Research Assistance | Rasha Alkabbanie  Coordinator of QMS | Dr. Mehmet Ozdemir  Vice president of Academic Affairs |

**II-Revision History**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Date of Revision** | **Ver.** | **Validity** | **Description of Change** | **Prepared by** | **Reviewed by** | **Approved by** |
| 1 | 16/02/2016 | 0 | 2 years | Original Release | Nursing Department Staff | Rasha Alkabbanie | Dr. Mehmet Ozdemir |
|  |  |  |  |  |  |  |  |

1. **Safety Rules:**

* **Keep clean and sterility of all equipment and avoid eye and face contact with hands.**
* **Wearing white coat for all student and stuff with PPE (gloves, face shield, mask, goggles, shoes cover, head cup).**
* **Informing the student how to use the items and equipment.**
* **Instruct all of the student not to wear jewelry and high heel shoes, collecting their hair, cut their nail and avoid nail polish with dye.**
* **All the student should avoid doing any procedure without assistance or lecturer.**
* **Do not chew gum, drink, or eat while working in the lab.**

1. **General Rules**

* **Informed students where the lab's safety equipment—including first aid kit(s), fire extinguishers, eye wash stations is located and how to properly use it.**
* **Instruct our student if an instrument or piece of equipment fails during use, or isn't operating properly, report the issue to a technician right away. Never try to repair an equipment problem on your own.**
* **Students should always follow the proper procedures for disposing lab waste.**
* **Student should know hoe to use O2 fire extinguisher and other safety.**

1. **Rules & Regulations on Lab & Equipments Use**

* **All the instruments, items and equipment have speciall instruction to use, student should follow this.**
* **The students should not work with any equipments without assisstance.**