







## FORMS

S. No.	Form Content	Form Link	QR Code
1	Maintenance and Emergency Report form	<a href="https://forms.office.com/r/vPPbUPE0s3">https://forms.office.com/r/vPPbUPE0s3</a>	
2	Lab safety declaration form- Faculty	<a href="https://forms.office.com/r/Af82pFGf92">https://forms.office.com/r/Af82pFGf92</a>	
3	Lab Incident report form	<a href="https://forms.office.com/r/LEK50y1Cbm">https://forms.office.com/r/LEK50y1Cbm</a>	
4	Lab Safety declaration form- Student	<a href="https://forms.office.com/r/jhqyEbw8Nn">https://forms.office.com/r/jhqyEbw8Nn</a>	
5	Laboratory Checkout form	<a href="https://forms.office.com/r/kDcMrbUPYN">https://forms.office.com/r/kDcMrbUPYN</a>	
6	Lab Safety Equipment Status Form	<a href="https://forms.office.com/r/5EUQApJtir">https://forms.office.com/r/5EUQApJtir</a>	

**Laboratory Specific Orientation Form**

<b>Laboratory Specific Orientation Form</b>			
Student Name		Student ID	
Faculty/Supervisor		Course Name	
Lab No./Name		Group No.	
Day		Date	

<b>Item No.</b>	<b>Items discussed</b>
1.	Location of the nearest building emergency exit
2.	Location of the nearest fire alarm pull station
3.	Location of emergency assembly point, in the event of evacuation
4.	Keeping clear of the emergency exits and locations
5.	Number and location of available eyewashes
6.	Number and location of available safety showers
7.	Number, type and location of available fire extinguishers
8.	Wearing safety glasses at all times
9.	Wearing lab coats, storage and laundry policy for them
10.	Wearing gloves, types and location of them
11.	Spill kit usage and location
12.	Waste accumulation area location
13.	Waste accumulation rules (labels, secondary containers, storage conditions)
14.	Waste pick up calls
15.	Sharps disposal
16.	Fume hood operation, alarms
17.	Fume hood emergency setting (when applicable)
18.	Location of electrical boxes/power kill switch
19.	Chemical storage: flammable cabinet, acid, base storage
20.	Hydrofluoric acid (HF) hazards, handling instructions, and the location of PPE and eyewash kit
21.	Nano materials, hazards, handling instructions, Personal protective equipment (PPE).
22.	lasers

Student Signature	
Faculty/Supervisor Signature	

**Laboratory Check-Out Form**

**Under-graduate Student**

**Student Name:**

**Student ID:**

**Program:**

**Lab No/Name:**

**Faculty Member/Supervisor:**

<b>Tasks</b>	<b>Date Completed</b>	<b>NA</b>
Working area vacated and cleaned		
All samples (chemical/biological/electronic) disposed		
PPE handed over to Lab Supervisor (Goggles, Face shield, etc)		
Lab keys handed over to Lab Specialist		
All tools and equipments handed over to Lab Specialist		
Lab notebooks and research documentation transferred to Responsible Faculty Member		
Lab visit performed with Faculty Member		

<b>Approved by</b>			
	<b>Initials</b>	<b>Signature</b>	<b>Date</b>
<b>Under-graduate Student</b>			
<b>Laboratory Coordinator</b>			
<b>Faculty Member/Supervisor</b>			

## DECLARATION

*Before you sign the declaration please make sure you have understood all aspects of laboratory and chemical safety and you are confident enough to use equipment and chemicals.*

I have read the safety guide and familiarized myself with the laboratory, equipment and chemical safety issues and have acquired all the know-how and the necessary training for safe working in the laboratory. I shall adhere to all safety guideline and safe working practices during my laboratory work as explained to me during the orientation session and the COSHH assessment.

Safety Info. QR Code:



Name ----- Signature ----- Date -----