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**ISTANBUL GELISIM UNIVERSITY RECTORATE**

**Laboratory Coordinatorship**

**Occupational Health and Safety Instructions**

**In Workshop and Laboratories**

1. It is obligatory to attend the Occupational Health and Safety Training to be held for you. If you participate in the training and cannot pass the exam at the end of the training and you will not be allowed to enter the laboratories and workshops.
2. Before you start studying in laboratories and workshops, you need to know who is in charge of the Laboratory / Workshop and how to reach them in case of emergency.
3. In order to study out of the working hours, on holidays and in the extracurricular times, permission to enter the laboratory is required in advance. For this purpose, a petition signed by the advisor and student and addressed to the dean of the faculty and approved by the laboratory coordinator should be forwarded to the dean's office.
4. Before starting study, familiarize yourself with the places and use of equipment indicated by health and safety signs in the area.
5. It is forbidden to wear jewelry such as rings, bracelet and necklaces when studying in laboratories and workshops. Remove these accessories before starting work/study because they are dangerous during the study.
6. If there are open wounds, cuts, cracks, etc. on the hands, always cover them with bandage before starting study and wear gloves suitable for the study.
7. Students in the laboratories and workshops should be without makeup, with upswept hair, and nails that can accumulate chemical residue should be cut, and contact lens should not be worn due to the effect of vapor in chemical solvent vapors.
8. It is obligatory not to brought or consumed foods, beverages in any way in the laboratories, and gum cannot be chewed.
9. Green prescription and narcotic drugs should not be taken before performing laboratory studies. If medication is used for treatment, the person concerned should be informed by the student taking the drug.
10. You should never make a joke or show careless behaviors that may pose danger in the laboratories and workshops. Study with discipline and seriousness. Do not take any action that could endanger yourself or/and others.
11. Do not enter restricted and unauthorized areas (Electrical rooms, etc.).
12. Chemicals should never be smelled or tasted and never be touched with bare hands.
13. Use machinery, equipment, tools, hazardous materials and other tools in your study area in accordance with the regulations. Use them correctly in accordance with their safety equipment and do not arbitrarily remove or modify them. Do not use tools, devices or machine equipment with moving or rotating parts unprotected or/and broken equipment.
14. Immediately report any work accidents and near misses to the laboratory / workshop supervisor and warn those concerned.
15. Do not leave the laboratory / workshop and study area without permission and never study alone.
16. Inform the laboratory supervisor, department lecturer or occupational safety specialist to solve the occupational health and safety problems, if any, and to provide the occupational health and safety, in the areas. Fully comply with all safety precautions. Do not reposition the instruction and warning signs.
17. Strictly follow the verbal and written Occupational Health and Safety instructions and rules given to you. Do the assigned task as described and do not do any study other than your authority and duty.
18. If you encounter a serious and imminent danger in machinery, equipment, tools, equipment, facilities and buildings in terms of health and safety, and if you see a lack of protection measures, notify the department / laboratory supervisor, occupational safety specialist or personnel representative immediately.
19. Immediately report any malfunctions and failures to the authority. Ensure that unsafe environments that interfere with your study are removed immediately by informing the authority. Report any inadequate, defective or dangerous situations that you will see in construction works, machines, installations, tools and equipment to the laboratory responsible or authorities, and do not study until the unsafe situation is resolved.
20. Report injuries, accidents and incidents that require first aid to your laboratory / workshop supervisor or department lecturer, no matter how insignificant they may seem.
21. Wear appropriate personal protective equipment when studying in the laboratories and workshops. If you do not know which personal protective equipment to use, seek support from the Laboratory / Workshop personnel in charge or the Occupational Health and Safety Directorate.
22. Face protection should be used to protect the face, eye and throat from impact, dust and splashing chemicals. Always use them with safety glasses. Keep in mind that liquid particles and splashing chemicals can still be effective under and around the face protector.
23. A mask should be used to avoid inhalation of dust and liquid particles of solid or liquid chemicals.
24. It is mandatory to wear a lab coat in order to protect against the burning and penetrating effects of chemicals by splashing on employees. In addition, garments made of easily flammable synthetic materials should be avoided.
25. Shoes with high heels, open toe and sandals must not be worn. Use shoes made of hard, low permeability material.
26. Keep in mind that, given the variability of laboratory / workshop conditions, uniform gloves do not provide complete protection. Latex gloves pass many chemicals and solvents, and also cause allergic reactions in some individuals. Wear neoprene (rubber) or disposable nitrile based gloves.
27. Appropriate work gloves should be worn to protect against cold, heat and mechanical risks (cut, puncture, etc.).
28. Carry chemicals carefully and safely. Chemicals should never be taken out of the laboratory.
29. Tanks/cabinets containing acid, oil and chemical materials cannot be intervened except by the responsible personnel.
30. Read all labels carefully before using all chemicals in the laboratory / workshop. Report unlabeled chemicals to responsible persons. Do not pour the chemicals got from the bottle back into the original bottle and do not immerse the pipette used in another chemical.
31. Be sure to read the Safety Data Sheets (SDS) carefully before working with chemicals.
32. Never interfere with chemical spills and accidents, inform your surroundings, evacuate the area safely and immediately inform the laboratory and department manager. If you are familiar with the spilled chemical, try to contact the SDS.
33. Chemicals should be stored in sealed containers and kept away from open flames, heaters and electrical sparks.
34. Work with chemicals that may form steam should be carried out under fume cupboards.
35. Inspect electrically powered tools before use. Do not use a faulty instrument that is not securely grounded.
36. Do not interfere with the running machine by hand or any other material and do not lubricate and maintain it while it is running.
37. Electricity is one of the greatest hazards that can be encountered in laboratories / workshops. Vapors of almost all organic solvents are flammable. Flammable vapors must not be produced in the air to prevent these vapors from igniting.
38. Pay attention to the electrical warning signs in your area.
39. Make sure that power tools are turned off before plugging handwork tools.
40. Dispose of wastes generated during the work in the relevant waste bins.
41. It is strictly forbidden to remove chemicals and materials from laboratories without permission.
42. Damaged, defective electrical installation (cable, socket) should not be intervened. In such cases, inform the laboratory supervisor or authorized electrical technician.
43. Chemical waste should be collected in appropriate containers, labeled, dated and delivered to the authorities for proper processing.
44. All instructions must be disclosed to the users by the laboratory technician. All responsibility for disclosure relies upon the laboratory technician.

By reading and understanding this instruction document completely, I sign that I will comply with the Occupational Health and Safety measures taken at Istanbul Gelişim University and that I will strictly abide by the Occupational Health and Safety rules and instructions.

**This work safety instruction and undertaking is prepared in 1 copy and each page is initialed and signed.**

Write the following article in your own handwriting.

*(I have read, understood and accept.)*

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| **STUDENT** | | |
| **Name Surname** | **:** |  |
| **Date** | **:** |  |
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