1. It is obligated to participate in the Occupational Health and Safety Training that is to be prepared for you. In case you fail at the end of the training after participation, it is considered unsuitable for you to enter into laboratories and workplaces.
2. It should be known who is in charge of the Laboratory / Workplace and how to reach them in case of emergency before starting to work in Laboratories and Workplaces.
3. It is obligated to obtain permission in advance in order to enter the laboratory for purposes of project works, outside of working hours, vacation days and class schedule.
4. Learn the places of the equipment in the area, indicated with health and safety marks and how to use them before starting to work.
5. It is prohibited to wear rings, gold name bracelets, necklaces, bracelets and so on during work in laboratories and workplaces. Since these accessories pose danger during work, remove them before starting to work.
6. If you have an open wound, cut, fracture etc. bandage them at discretion and put on your gloves suitable to the work to be done.
7. The students to enter to the laboratories and workplaces should wear no make up, hair should be tied up, nails should be cut to prevent chemical residue build up. No lenses should be worn because of the vapour effect in the environments where chemical resolvent vapour is present.
8. Any food or drink should not be brought and consumed in the laboratories, gums also should not be consumed.
9. No medications in green prescription or narcotic drugs should be taken before conducting laboratory work. If medication is used for treatment purposes, the relevant person or the person in charge should be notified by the student taking the medication.
10. No careless behaviors which may pose a danger and no jokes should be practiced in the laboratories and workplaces. Work maintaining the work discipline and seriousness. Do not exhibit behaviors which may put yourself and others in danger.
11. Do not enter restricted or unauthorized areas ( Electrical rooms etc. )
12. Chemical substances should never be smelled or tasted orally. Should definitely not be touched with bare hands.
13. Use the machines, devices, equipment, dangerous substances and other tools in your workplaces properly, according to the rules. Use the safety devices of these accurately, do not remove them arbitrarily and do not make any changes on them. Do not use the tools, devices and machine equipment of which the moving and turning parts are not preserved or which are out of order.
14. Notify the person in charge of the laboratory/workplace about any occupational accident occurred immediately and warn the relevant persons.
15. Do not leave the Laboratory / Workplace without obtaining permission and never work alone without obtaining permission.
16. Notify the laboratory staff, the academic staff responsible for your department or occupational safety specialist about any malfunctioning in the areas to maintain the occupational health and safety. Comply with the safety precautions taken fully. Do not replace the instruction and warning signs.
17. Adhere to the instructions and rules of Occupational Health and Safety provided for you both verbally and in written. Complete the tasks as described and do not do any work not other than your authorization and task.
18. Inform the person responsible for the department/laboratory, the occupational safety specialist or employee representative immediately when you notice a serious and close danger in terms of health and safety in the machines, devices, tools, equipment, premises and buildings and when you see any deficiency in protection measures.
19. Report all kinds of defects and malfunctions to the person responsible immediately. Inform the responsible person about the unsafe environments keeping you from working in order for them to be enhanced. Notify the people responsible for laboratories or authorized persons about the lacking, deficient and dangerous conditions that you see in construction works, machines, installments devices and tools, do not work until the unsafe condition is resolved.
20. Notify the persons responsible for laboratories/workplaces or the academic staff responsible for your department, about the injuries, accidents and events requiring first aid regardless of how unimportant they may seem.
21. Use proper personal protectors when working in laboratories and workplaces. If you do not know which personal protective equipment to use, get support from persons responsible for Laboratories/Workplaces or Directorate of Occupational Health and Safety.
22. Face shield should be used in order to protect face, eyes and throat from dust and chemicals spread. It should be always used with safety goggles. Do not forget that liquid particles and the chemicals spread may still be effective beneath the face shield and in its surroundings.
23. Mask should be worn in order not to respirate the dust and liquid particles created by solid and liquid chemicals.
24. It is obligated to wear lab coat to be protected from the burning and penetrating effects of the chemical subtances spread to the employees. Apart from this, the clothing made from synthetic materials which ignites easily should be avoided.
25. High-heeled, peep toe shoes and sandals are not worn. Wear shoes of which shoe toe is hard, and made of materials of which liquid permeability is very little.
26. Considering the variability of the Laboratory/Workplace conditions, do not forget that monotype gloves do not have full protective effectt, and latex gloves transfer many chemicals and resolvents, also cause allergic reaction in some people. Use neoprene (rubber) or single use nitril based gloves.
27. Proper protective gloves should be used to be protected from cold, heat and mechanical risks (cut, puncture etc.)
28. Be careful and safe when carrying chemical substances. Chemicals should never be taken or carried out of the laboratory.
29. Warehouses/lockers where there are acid, oil and chemical substances cannot be intervened apart from the personnel in charge.
30. Read the labels of all the chemicals in the Laboratories/Workplaces carefully before using. Notify the relevant persons about the ones without labels. Do not put the chemical you took from its bottle back to its original bottle and do not submerge a straw that was used in another chemical to the bottle.
31. Read Security Information Forms (SDS) at discretion before working with chemicals.
32. Do not intervene in the cases of chemical residua and accidents ever, inform the people around you, evacuate the area safely and notify the responsiple person of the laboratory and department.
33. Chemical substances should be kept in closed containers and should be kept away from open flame, heaters and electric sparks.
34. Works with chemicals where vapour may arise should be done under fume cupboards.
35. Check the devices functioning with electricity before using. Do not use any devices of which the safe grounding was not performed or devices that are broken.
36. Do not tamper a working machine with hands or another material and do not lubricate or carry out maintenance when the machine is working.
37. Electricity is one of the biggest dangers that may appear in laboratories/workplaces. Almost all the vapours of the organic resolvents are flammable. To avoid these vapours’ burst into flames, there shouldn’t be any combustible vapours in the air.
38. Pay attention to the electricity warning signs in your environments.
39. Make sure that the electrical devices, hand tools are off before plugging them.
40. Throw the waste produced during works to the related waste bins.
41. It is absolutely forbidden to take out chemicals and materials from laboratories without obtaining permission.
42. Damaged, broken electricity wiring (cable, socket) should not be tampered. In cases like this inform the person in charge of the laboratory or the authorized electrical technician.
43. Chemical waste should be collected, labelled, dated and delivered to the authorized people in proper containers in order to be processed properly.
44. Users is to be notified about all the instructions by the people in charge of laboratories. In case the notification is not provided, full responsibility belongs to the people in charge the laboratories.

I am signing this instruction report having fully read and understood, stating that I will comply with measures of Occupational Health and Occupational Safety taken in Istanbul Gelisim University and that I will adhere to the rules and instructions of Occupational Health and Occupational Safety. **This instruction report and letter of undertaking for Occupational Safety has been issued as 1 copy and all the pages have been paraphed and signed.**

Write the following in your own handwriting.

(I have read, understood and accept.)

**…………………………………………………………………..**

**Student :**

**Name and Surname :**

**Date :**

**Signature :**