**I-REVISION AND APPROVAL**

This procedure is released, checked and approved as follows.

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| Prepared by | Reviewed by | Approved by |
|  |  |  |
| Shaymaa Faruq  Research Assistant | Rasha Alkabbanie  Coordinator of QMS | Dr. Mehmet Ozdemir  Vice president of Academic Affairs |

**II-Revision History**

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| **#** | **Date of Revision** | **Ver.** | **Validity** | **Description of Change** | **Prepared by** | **Reviewed by** | **Approved by** |
| 1 | 4/02/2021 | 0 | 3 years | Original Release | Pharmacy Department Staff | Rasha Alkabbanie | Dr. Mehmet Ozdemir |
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1. **Safety Rules:**

\_Wear lab coat

\_Wear safety goggles when necessary

\_Wear gloves when necessary

\_Do not smoke

\_Don’t bring foods or drinks or other related things into the lab

\_Handle the fammable and harmful agents with care

1. **General Rules**

\_Wear mask

\_Keep social distance

\_Do not distract your classmates

\_Clean up workplace

\_Long hair needs to be tied up

\_Tidy up lab after use

\_Find the location of emergency exit

\_Find the location of first aid kit

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

\_Be attentive while handling chemicals or hot glasswares or fire

\_Read the instructions of each equipment before use

\_Read the hazard labels of each chemical before use

\_Keep the glasswares clean

\_In case of any accidents of thermometer breakage use sulphur powder to cover the mecrury or consult a professional immediately