**I-REVISION AND APPROVAL**

This procedure is released, checked and approved as follows.

|  |  |  |
| --- | --- | --- |
| Prepared by | Reviewed by | Approved by |
|  |  |  |
| ……………………………. | Rasha AlkabbanieCoordinator of QMS | Dr. Mehmet OzdemirVice 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 | 3 years | Original Release | Dentistry Department Staff | Rasha Alkabbanie | Dr. Mehmet Ozdemir |
|  |  |  |  |  |  |  |  |

1. **Safety Rules:**
* Acts of carelessness are prohibited.
* Smoking is not allowed in any indoor area.
* Don’t use any equipment unless you are trained and approved as a user by your professor or instructor.
* Consumption of food or beverages in the laboratory is forbidden.
* All accidents, no matter how minor, should be reported to the faculty/staff member supervising the laboratory.
* Know the location of all safety equipment.
1. **General Rules**
* Food, drink and related utensils shall not be brought into, store in or consumed in a laboratory.
* Smoking is prohibited in laboratories.
* Shoes shall be worn that provide full coverage of the feet, and appropriate personal clothing shall be worn in laboratories.
* Occupants shall be familiar with the locations and operation of safety and emergency equipment such as fire extingusher, first aid kits, emergency eye wash stations and emergency showers, emergency power off, emergency telephones, assnd emergency exits.
* Learn nand know what to do in an emergency.
* Unauthorized person(s) shall not be allowed in laboratories.
* 'Authorized' means having business in the laboratory with the permission of the engineering department, anyone under the age of 18 has to be under immediate and direct supervision of a qualified authorized person at all times.
* Laboratory shall remain locked other than office hours.
* Never open (remover cover) of any equipment in the laboratories.
* Report all problems to the Lab manager
1. **Rules & Regulations on Lab & Equipments Use**
* Must receive instructions on proper equipment use before operating any equipment
* Read and understand Code of Safe Practices for equipment operation
* Do not leave equipment unattended while in the on (operating) condition
* Observe zone of safety around all equipment
* Do not talk with or distract equipment operator while equipment is turned on
* Do not use defective equipment-Notify Instructor or Lab Technician immediately
* If equipment malfunctions, move out of harms way, then turn off equipment, only if this can be accomplished in a safe manner
* Make sure that movable (rolling) equipment is properly stored