**I-REVISION AND APPROVAL**

This procedure is released, checked and approved as follows.

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| Prepared by | Reviewed by | Approved by |
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| * Nabaz Ali Abdulrahman * Mohammed Ariwan Jamal | 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 | 16/02/2016 | 0 | 3 years | Original Release | Dentistry Department Staff | Rasha Alkabbanie | Dr. Mehmet Ozdemir |
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1. **Safety Rules:**

* Know locations of first aid kits, fire extinguisher and sinks. The safety equipment is located near the entrance.
* Avoid eye and skin contact with chemicals.
* Obey laboratory instruction signs.
* Avoid startling and distracting people working in the Lab.
* Equipment should be used only for their designated purpose.
* Do not use mouth suctions for starting a siphon or pipetting
* Long hair and loose clothing should be pulled back and secured from entanglement or potential capture.
* Laboratory safety glasses or goggles should be worn any time there is a chance of splashes or particulates to enter the eye.
* Determine the potential hazards and appropriate safety precautions before beginning any experiment.

1. **General Rules**

* Lab work is done in groups, number of attendees should not exceed the maximum capacity of 25 per group.
* Each group is subdivided into subgroups to work on experiments.
* All attendees must wear lab coats during experiments.
* Rubber gloves, oven gloves, safety goggles must be used when working with exposed volatile materials.
* Eating, drinking and smoking is not allowed in the laboratory.
* Matches and lighters are not allowed within the laboratory.
* Mobile phones should be turned off and are not allowed to be used in the laboratory.

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

* Lab assistants should supervise every experiment thoroughly when carried out for the first time.
* No device should be operated without permission from the supervisor and follow the instructions step by step.
* Make sure all cables and tubes are fitted into their designated places before turning on any device.
* Report any unusual noises coming from the devices in case something goes wrong.
* Report any broken equibment or potential hazard to the lab supervisor immediately in case of any accidents.
* Follow all instruction and warning signs for all devices to avoid injuries such as hot surfaces, electrical hazards, sharp spinning blades, heavy objects, glassware, toxic substances, high pressure devices, …etc.