



SCIENTIFIC LABORATORY SAFETY AND CONDUCT POLICY

Policy Statement:

This Scientific Laboratory Safety and Conduct Policy outlines the guidelines and regulations for ensuring the safe and ethical operation of scientific laboratories within H.A.S. The primary objective of this policy is to promote the well-being of personnel, protect the environment, and maintain the integrity of research.

Scope:

This policy applies to all scientific laboratories and research facilities within H.A.S. including those operated by staff, students, and visiting researchers.

Responsibilities:

Laboratory Tech.: responsible for overseeing laws, safety and conduct of their laboratories, ensuring compliance with this policy and relevant laws, and providing adequate training for laboratory personnel.

Laboratory Personnel: All individuals working in the laboratory must adhere to safety protocols, report unsafe conditions, and conduct research in an ethical and responsible manner.

Laboratory Safety:

Training: All laboratory personnel must undergo safety training programs before working in the laboratory. Training should include safety protocols, hazard identification, and emergency response procedures.

Personal Protective Equipment (PPE): Appropriate PPE, including lab coats, safety goggles, gloves, and any other necessary equipment, must always be worn in the laboratory.

Hazardous Materials: Proper storage, handling, and disposal of hazardous materials must adhere to safety data sheets and local regulations.

Emergency Procedures: All personnel must be familiar with laboratory-specific emergency procedures, including fire, chemical spills, and medical emergencies.

Equipment Safety: Regular inspection and maintenance of laboratory equipment to ensure safe operation.

Environmental Responsibility:

Waste Management: Proper disposal of hazardous and non-hazardous waste in accordance with local regulations is mandatory. Recycling and reduction of waste should be encouraged.



Reporting and Compliance:

Incident Reporting: All incidents, accidents, safety concerns, and ethical violations must be reported promptly to the school Principal.

Enforcement:

Non-compliance with this policy may result in disciplinary action, including retraining, suspension of laboratory access, or termination, depending on the severity of the violation.

General Points:

- Lab Tech. in the laboratory are being trained in first aid and evacuation.
- The instructor who conducts the experiment is qualified and ensures the integrity of steps and materials.
- Experiments are conducted in the laboratory in the presence of the teacher only.
- Labels with names and contact numbers in case of an emergency are installed on laboratory doors.
- Lockers to store chemical materials in a safe place outside of the students' reach.
- Safety and security information panels in the laboratory.
- Providing personal protection tools and equipment such as gloves, petticoats, safety glasses ... etc.
- The student is not present in the laboratory outside of the scheduled lessons.
- Wear a lab coat, goggles, and masks if needed, and be careful when using sharp tools, dangerous materials, and flames.
- Not to taste, smell, or touch chemicals or unknown substances, and not to remove any chemical substance from the laboratory.
- Stand while testing so you can walk away if any solution spills.
- Use a pipe holder when heating any material and do not direct the pipe's nozzle at the face.
- Wash hands well after testing.
- Conducting experiments in which gases or vapors arise in the gas tanks and not smelling the smell of gases emerging from the experiment.
- Eating and drinking is prohibited inside the laboratory to preserve students' health.
- Maintaining cleanliness and tidying up, returning materials to their place, and putting the waste in their places.

Review:

This policy will be reviewed annually and updated as needed to reflect changes in safety regulations, ethical standards, and environmental best practices. Any revisions will be communicated to laboratory personnel.