

## QUCLU LABORATORIES WORK RULES

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- **Nobody will be allowed to** work in the Central Laboratories Unit (QUCLU) **without reading the Guide to Emergency Procedures** prepared by QUCFD Health & Safety Office.
- Taking a safety training from a lab personnel under the coordination of the QUCLU Laboratories Safety Coordinators and signing the Safety Declaration Form and getting it approved by the QUCLU Technical Manager and the Head of the Central Laboratories Unit.
- **It is not allowed to be alone in the QUCLU Labs after working hours (7:30 am -2:30 pm).** If it is urgent to stay after working hours, you need to have your PI or a colleague (researcher or lab staff who took lab safety training) to accompany you in the lab after working hours until you complete your experiment.
- **It is not allowed to give your QUID to anyone to access any Lab.**
- **Lab doors should be always closed, and the door window should be always open.**
- **The AC in the Labs should not be switched off.**
- **Keys or Authorizing QU Cards will be issued only for full time employed, researchers and Lab people.** No

keys will be issued for other researchers and graduate or undergraduate students.

- **No eating and drinking in laboratories.**
- **Dealing with acids and corrosive materials must be only in the Fume Hood** not on the workbenches.
- In any case no hazardous experiment should be undertaken without permission of Head of the central laboratories unit (Dr. Mohammed H. Alsafran).
- Check with the QUCLU Laboratories Safety Coordinators to see whether the work requires special safety precautions.