Forms and regulations for using laboratory

* Dept file Station: <http://sesnas1.ied.edu.hk:5000/webman/index.cgi>
* Dept Maraha: <https://mahara.ied.edu.hk/view/view.php?id=10322>

**Current lab regulations and forms**

|  |
| --- |
| 1. General Laboratory Safety Regulations for Students (Deliver to students in the first lesson)

 1. General Laboratory Safety Regulations for Research and Honours Projects

1. Equipment/Apparatus Loan Requisition Form

 |
| 1. Purchase application form for Student’s Honors Project

 |
| 1. General Regulations for Setting up Unattended/Overnight Experiment in Laboratory and Permission Form for After Office Hour Experiment in Laboratory

 |

1. Record and locations of users’ workstation and equipment

 

1. Lab Safety Talk (ppt) and lab safety tour

**TBC**

**Proposed new lab management and safety measures (2018/19)**

1. Laboratory safety monthly internal audit form



1. Lab safety exam for new lab users

 **TBC**

1. Incident and Accident Report Form



1. Student (Research Staff) Laboratory Safety Clearance at Graduation(Termination)



1. Log book Template

