



UNIVERSITI SAINS ISLAM MALAYSIA

جَامِعَةُ الْعُلُومِ الْإِسْلَامِيَّةِ الْمَالِيزِيَّةِ

ISLAMIC SCIENCE UNIVERSITY OF MALAYSIA

**Faculty of Engineering and Built Environment**

**LABORATORY RULES AND REGULATIONS**

Name : \_\_\_\_\_  
Matric No. : \_\_\_\_\_  
Programme : \_\_\_\_\_

Read and understand the rules and regulations carefully before signing this form.

I, \_\_\_\_\_, as a student of USIM, hereby pledge that I shall:

1. Follow the laboratory rules and regulations;
2. Take the necessary precautions to ensure the safety of all users of the laboratories;
3. Give due respect at all times, to all users of the laboratories;
4. Use the laboratory for academic purposes only;
5. Keep the workplace clean and tidy at all times;
6. Not move any equipment in the laboratory without permission from the laboratory staff.

I hereby agree to abide by all the above rules and regulations, follow the lecturers' instructions, and act responsibly at all times. I shall be made liable for any damage to the laboratory equipment due to my negligence and failure to follow these rules and regulations.

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

## **General Rules**

1. The official working hours for laboratories are as follows:
  - 8.00 a.m. to 1.00 p.m. and 2.00 p.m. to 5.00 p.m. on normal working days (except for Friday)
  - 8.00 a.m to 12.15 p.m and 2.45 p.m to 5.00 p.m on Friday

If you need to use the laboratories after working hours or during the weekends, a written permission should be obtained from the Science Officer by completing Laboratory Usage Permission Form (Borang Permohonan Kebenaran Penggunaan Makmal)

2. Students must be punctual in attending laboratory sessions. Students who are late for the laboratory session for more than 30 minutes without valid reasons will be barred from the lab sessions.
3. Upon coming to a laboratory session, students must sign in their attendance in the attendance sheet or logbook.
4. Eating, drinking, and smoking, are strictly forbidden inside the laboratories.
5. All students must be attired according to the University Dress Code.
6. Sandals or open-toed or high heeled or uncovered footwear are not allowed.
7. The laboratories timetable must be strictly followed. Prior permission from the Laboratory Staff must be obtained if any change is to be made.
8. Students must complete the experiment within the given time.
9. Respect the laboratory and its other users. Noise must be kept to a minimum.
10. Workspace must be kept clean and tidy always.
11. Handle of apparatus and equipment with care.
12. All students are liable for any damage to equipments due to their own negligence.
13. All equipment, apparatus and tools must be returned to their original places after use.
14. Students are prohibited from taking out any items from the laboratories without permission from the Laboratory Staff.
15. Students are not allowed to work alone in the laboratory.
16. Please consult the Laboratory Staff or Lecturer if you are unsure as to how to operate the laboratory equipment.
17. Report any injuries immediately to the Laboratory Staff or Lecturer.
18. Report immediately to the Laboratory Staff of any damages to equipments, as well as hazards and potential hazards.
19. Please refer to the Laboratory Staff should there be any concerns regarding the laboratory.

## **Equipment Rules**

1. Understand operations and safety precautions of equipment before using them.
2. Equipments must not be moved from their original places without permission from the Laboratory Staff.
3. Equipments or tools must be used for their intended purposes only.
4. After use, equipments must be properly shut down and returned to their original place.