

For laboratory experiment (Final Year Project (FYP), Undergraduate Research Scheme (URS), postgraduate, competition, etc.) involves in chemical operation, laboratory users are required to submit documents as follow:

1. **Job Safety Analysis (JSA) form** - *obtain from your Supervisor or DLMSA (in shared Drive)*
 - JSA is a technique to identify potential hazards and to recommend hazard control to minimize the risk of injury or health effect to the individual who performs the task. In view of this, Academic supervisor are required to identify the potential hazards associate with each step of a job task/activity to raise awareness among students regarding the hazards present during laboratory work.

2. **Safety Data Sheets (SDS)** for all chemicals used in the experiment.
 - SDS is required for lab staff to review on the hazards of the chemical used. Please provide [SDS in accordance with The Occupational Safety and Health \(Classification, Labelling and Safety Data Sheet of Hazardous Chemicals\) Regulations 2013 \(CLASS Regulations\)](#) that adopted the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

3. **Seventh (7th) Schedule** - *obtain from your Supervisor or DLMSA (in shared Drive)*
 - Hazardous waste produced from laboratory activity must be treated as scheduled waste. Please seek assistance from lab staff for the segregation of chemical waste and waste code for the waste generated.

*JSA, SDS and 7th Schedule must be submitted to DLMSA for review (to be reviewed by lab staff in-charge where the experiment is conducted and acknowledged by Head of Safety Administration) **BEFORE** experiment is allowed to be conducted.* The list of lab staff in-charge can be viewed at: <http://fes.utar.edu.my/departments/dlmsa/laboratories-facilities/>

For further details, please refer to lab staff in-charge.