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**
   download form here
   example of form
   - 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 is required to identify the potential hazards associate with each step of a job task/activity. Once the analysis is completed, the results must be communicated to the students who are, or will be, performing that job.
   - Students are responsible for:
     - ❖ Reviewing all JSA's for their job
     - ❖ Wearing all PPE required for the task
     - ❖ Following the recommended steps to perform a task in a safe manner

2. **Safety Data Sheets (SDS)** for all chemicals used in the experiment. *example*
   - SDS is required to provide information for the hazards associated with 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** for hazardous wastes produced from each experimental process
   download form here
   example of form
   - Hazardous waste produced from experimental 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) BEFORE experiment is allowed to be conducted. The list of lab staff in-charge can be obtained from:

LKC FES 2021 Laboratory Supervisors & Staff

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