



# AREA IX

## LABORATORIES

### A6. LIST OF SAFETY AND PRECAUTIONARY MEASURES BEING IMPLEMENTED









---

*Pictures of dry sand, sink and shower in Biology and Chemistry laboratory rooms*

---





---

*Pictures of fire extinguisher in different laboratory rooms*

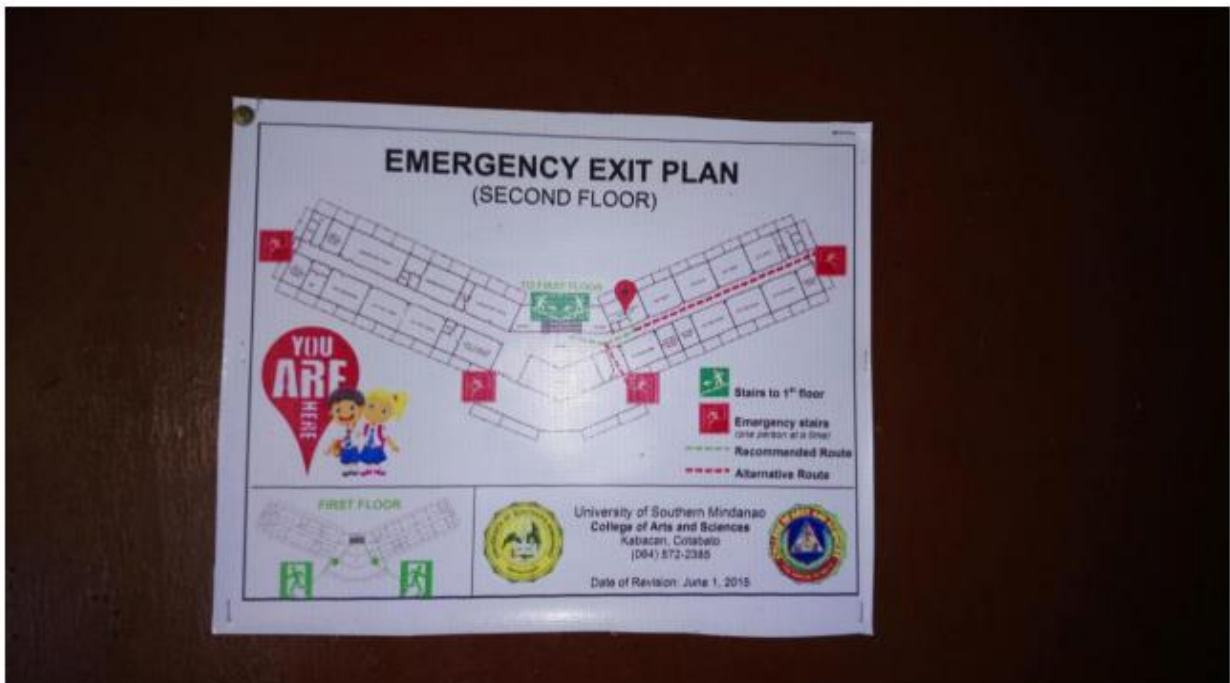
---



---

*Pictures of Emergency Exit Plan and emergency signs in buildings/colleges*

---









---

*Fire alarm and fire hose installed in colleges/buildings*

---



*Fire alarm in CENCOM Building*



*Fire alarm and fire hose located at the CAS Building*

---

***Control panels and circuit breakers in the different buildings  
and laboratory rooms***

---





UNIVERSITY OF SOUTHERN MINDANAO

PROCEDURE FOR SAFETY OF STUDENTS AND LABORATORY STAFF

Document No. USM-EDL-005-Rev.1.2023.02.03 Rev. No. 1 Page 1 of 2

EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
February 03, 2021	1	Partial	Revised document code and paragraphs 5.1, 5.2, 6.4.1, and 8.3	ALL	LILIAN A. LUMBAO CARLO JASON S. DELA CRUZ QUEENNEL RUFINO MELCHIE G. PALAPAR
July 4, 2016	0	New	Newly established in accordance with the Quality Management System Requirements	ALL	JELLY GRACE B. NONESA

Prepared by:	Reviewed by:	Approved by:	DCC USE ONLY	
LILIAN A. LUMBAO, DVM, MSAS			DOCUMENT CONTROL INDICATOR	
CARLO JASON S. DELA CRUZ, MAN, R.N., R.M., BSM	ANITA L. SORNITO, EdD Name & Signature	LAWRENCE ANTHONY U. DOLLENTE, PhD Name & Signature		
QUEENNEL RUFINO, MST			MASTER	0201.02.03
MELCHIE G. PALAPAR, PhD Name and Signature				COPY



ELECTRONICALLY RELEASED 2024.04.11



UNIVERSITY OF SOUTHERN MINDANAO		Document No.	USM-EDL-005- Rev. 1 (2021-2023)
Procedure for Safety of Students and Laboratory Staff		Rev. No.	1 Page(s) of 2

#### 1.0 PURPOSE

This procedure ensures safe laboratory operations.

#### 2.0 SCOPE

The procedure pertains to all students and laboratory staff performing laboratory activities.

#### 3.0 DEFINITION OF TERMS

- 3.1 **Lab Safety** refers to processes and discipline to prevent injuries and diseases from happening during laboratory activities.
- 3.2 **Hazards** refer to any agent that will render injury and disease during the conduct of laboratory activities.

#### 4.0 REFERENCES

- 4.1 Laboratory Manual
- 4.2 Laboratory Quality Manual
- 4.3 Material Safety Data Sheet (MSDS)

#### 5.0 RESPONSIBILITY & AUTHORITY

- 5.1 The Laboratory personnel shall be responsible for the dissemination of the guidelines stipulated in the Quality Manual to the faculty in charge.
- 5.2 The faculty in charge shall be responsible for informing and demonstrating the proper laboratory safety procedures to the students.

#### 6.0 PROCEDURE DETAILS

- 6.1 Wearing of Personal Protective Equipment (PPE)
  - 6.1.1 Before the conduct of any activity, exercise, or experiments all students and faculty involved in the activity shall wear the proper PPE (i.e., laboratory gowns, goggles, gloves, etc.).
  - 6.1.2 Unauthorized persons are not allowed to enter the laboratory room.
- 6.2 Proper Disposal of Used Chemicals and Toxic Materials
  - 6.2.1 Used chemicals and toxic materials shall be disposed of properly according to the MSDS protocols.
  - 6.2.2 Proper disposal of used chemicals shall be facilitated by the staff and the instructor.
- 6.3 Proper Disposal of Biological Wastes
  - 6.3.1 Microbiological and microbial waste shall be neutralized first by decontamination before disposal.
  - 6.3.2 Biological wastes such as animal and plant tissues and specimen shall be disposed by burying.
- 6.4 Safety Measures in the Laboratory
  - 6.4.1 The laboratory personnel shall ensure that safety precaution signages are properly posted in conspicuous areas.
  - 6.4.2 Fire extinguishers shall be placed in strategic places.
  - 6.4.3 Medicine Cabinet shall be placed in an easily accessible area in case of emergency.
  - 6.4.4 Emergency shower and eye wash area must be available in the laboratory.
  - 6.4.5 Microbial Specimen shall always be considered pathogenic and shall be handled properly.

#### 7.0 RECORDS RETENTION AND DISPOSAL

- 7.1 Records of this procedure shall be retained for a period of five (5) years for possible review and recall.
- 7.2 Disposal shall be done through shredding with the permission and authorization of the MR.

#### 8.0 FORMS & RECORDS

- 8.1 List of PPE
- 8.2 Material Safety Data Sheet (MSDS)
- 8.3 Pathogen Safety Data Sheet (PSDS)