



## **A.6. LIST OF SAFETY AND PRECAUTIONARY MEASURES BEING IMPLEMENTED**

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***Pictures of house rules and safety reminders inside the laboratory***

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USM TENNIS COURTS ARE MAINTAINED AND MANAGED BY THE ISPEAR.  
 PRIMARY PURPOSE IS TO CATER THE NEEDS OF THE P.E. STUDENTS IN THEIR  
 ORATORY ACTIVITIES. ITS FUNCTION IS TO PROVIDE VENUE FOR THE SKILL  
 ELOPMENT AND ENHANCEMENT OF THEIR KNOWLEDGE OF THE GAME OF TENNIS.  
 VIDE BETTER FACILITIES TO DEVELOP COMPETENCIES, PRODUCE QUALIFIED AND COMPETEN  
 QUATEG. IT ALSO PROVIDES VENUE FOR PHYSICAL DEVELOPMENT AND WELLNESS AMONG  
 W CONSTITUENT AS WELL AS TO STRENGTHEN RELATIONSHIP AMONG STUDENTS AND  
 PLOYEES.

## RULES & GUIDELINES

1. **USM STUDENTS, VARSITY ATHLETES AND EMPLOYEES ARE GIVEN THE PRIORITY TO THE FACILITIES FROM 6AM TO 6PM.**
2. **TRAININGS AND PRACTICES NOT UNDER THE SPORTS PROGRAM OF USM SHALL SEEK ADDRESSED TO THE OFFICE OF THE PRESIDENT THROUGH CHANNEL THE INSTITUTE SPORTS PHYSICAL EDUCATION AND RECREATION (ISPEAR). NO PERMIT, NO 1**
3. **USERS SHALL TAKE CHARGE OF THEIR WASTES AND GARBAGE BEFORE LEAVING THE**
4. **COURTS NUMBERS 1 AND 2 ARE FOR VARSITY ATHLETES FOR THEIR AFTERNOON T AND PRACTICES, WHILE COURT 3 IS COMMON TO THE PERMITTED USERS.**
5. **NO FOOD, HARD DRINKS/LIQUOR AND CIGARETTES SHALL BE ALLOWED INSIDE AND WITHIN PERIMETER OF THE COURTS.**
6. **PROPER SPORTS ATTIRE IS A MUST. NO PROPER ATTIRE, NO PLAY.**
7. **THE MANAGEMENT HAS THE RIGHT TO RESERVE THE COURTS FOR A VERY IMPORTANT PURPOSE WITHOUT PRIOR NOTICE.**
8. **THE MANAGEMENT HAS THE RIGHT TO REPRIMAND OR BAN ANY INDIVIDUALS OR GROUPS UPON VIOLATION ANY OF THE LAWN TENNIS COURT RULES AND GUIDELINE**

## RULES and GUIDELINES

1. **USM STUDENTS, VARSITY ATHLETES, AND EMPLOYEES ARE GIVEN THE PRIORITY TO USE THE FACILITIES. (FROM 6AM TO 6PM)**
2. **PROPER SPORTS ATTIRE IS A MUST. NO PROPER ATTIRE, NO PLAY.**
3. **TABLE 1,2 ARE FOR VARSITY ATHLETES FOR THEIR AFTERNOON TRAINING AND PRACTICES WHILE OTHERS IS COMMON FOR THE PERMITTED USERS.**
4. **USERS SHALL TAKE CHARGE OF THEIR WASTES AND GARBAGE BEFORE LEAVING THE COURT.**

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



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*Pictures of fire extinguisher in different laboratory rooms*

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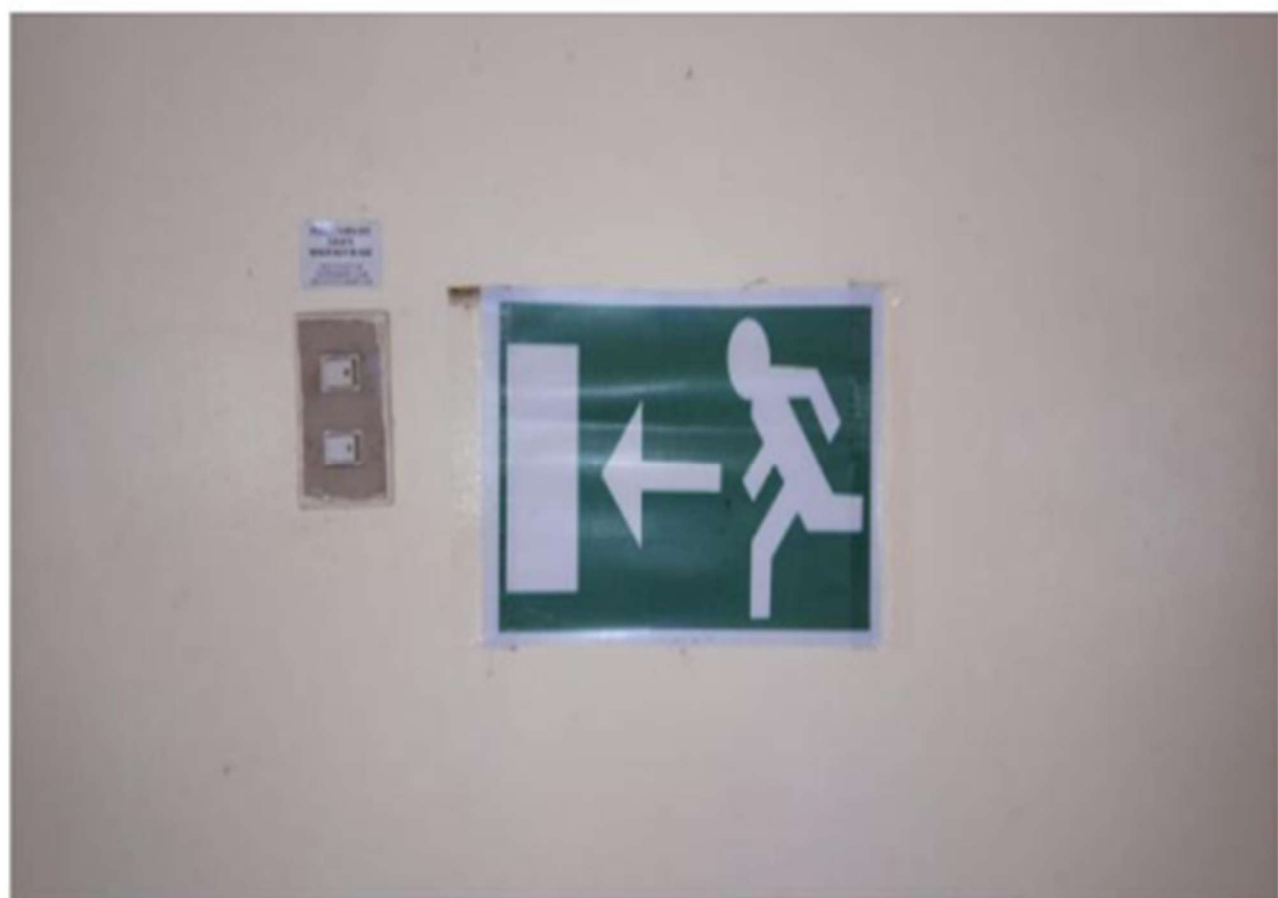
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*Pictures of Emergency Exit Plan and emergency signs in buildings/colleges*

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

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

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

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***Fire alarm in CENCOM Building***



## UNIVERSITY OF SOUTHERN MINDANAO

## PROCEDURE FOR SAFETY OF STUDENTS AND LABORATORY STAFF

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EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
February 03, 2023	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 QUEENIEL RUFINO MELCHIE G. PALAPAR
July 4, 2016	0	New	Newly established in accordance with the Quality Management System Requirements	ALL	JELLY GRACE B. NONESA

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2024.04.11



UNIVERSITY OF SOUTHERN MINDANAO	Document No.	USM-GDL-005- Rev. 1, 2025, 01, 23
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#### 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)