

RULES FOR WORKING IN THE LABORATORY

Rule before work

1. Students submit letter intended permission to the Head of Study Program / Head of Laboratorium for working in the laboratory.
2. Students get permission from the Head of Study Program / Head of Laboratorium to work at laboratory .
3. Students meet the Head of the Laboratory and submit a work plan as needed
4. Students understand how the instrument will work by getting supervision of the Head of the Laboratory .
5. Students understand and obey system orderly and bio-safety laboratory :

DURING THE COVID PANDEMIC: (Rector University Jember regulation No.235/UN25/TU/2022 regarding Guidelines Maintenance offline learning system at Semester 21/22)

- a. Healthy statement with negative PCR/SWAB results
 - b. Already vaccines (1 and 2)
 - c. Always use minimum PPE , namely : glasses protection (*safety glasses*), suits laboratory and shoe closed .
 - d. Using a mask Correctly During to do activity in the laboratory
 - e. Often washing hand with hand sanitizer
 - f. Keep in distance and avoid crowd .
 - g. Obey procedure work and equipment with self safety.
 - h. Always alert to existence condition
 - i . put on the label on laboratorium waste.
6. Smoking, joking, sleeping and plugging the earphone during working are prohibited.
 7. food and drink are prohhibited in the laboratory .

Rule During work

1. Always use minimum PPE that is glasses protector , coat laboratory , shoes closed . Other PPE is used with customize type profession
2. Comply with procedure work and equipment with consider safety self and environment
3. Using equipment laboratory in accordance function

4. Always alert to existence condition and actions that don't safe and report to staff laboratory or mentor
5. Filling list present every time do activity in the laboratory and fill out the logbook for every tools used _
6. Transportation ingredient chemical between room laboratory must use tool help special for example bottle carrier
7. Always label identity _ on moment keep uatu ingredient or waste results from study
8. Forbidden obstruct access equipment safety , hallway and door
9. Forbidden joking or sleep while inside _ laboratory
10. Forbidden use equipment so that obstruct hearing , for example use header
11. Forbidden prepare , save or consume food and drink inside _ laboratory , bag put on the shelf / locker
- 12 Forbidden smoke During be inside _ laboratory
13. During work in the laboratory mandatory accompanied mentor research or technician laboratory during working hours , 07.00-16.00. When will do overtime mandatory submit srt permission known overtime _ acquire to Head Laboratory as well as met acquire the leader picket _

Rule after work

1. Take off all cable and tool electricity others (such as plug and connection cable), whose connection is only character while .
2. Cleaning tools and place the work that has been used , put and return tools the said place again .
3. Processing or put waste research / experiment on space provided . _
4. Ensure that the place work and laboratory in state safe . Like turn off electricity , lights , faucets or _ gas faucet and others.
5. Wash hand with water and soap before leave laboratory