

تعهد (1)

أتعهد أنا

- 1- أن أستخدم الأجهزة التي قمت بكتابة أسمائها في النماذج فقط وأن أتقيد بتاريخ بداية ونهاية استخدامها، وأن ألتزم بقواعد استخدام الأجهزة، وفي حالة المخالفة أتحمّل المسؤوليات المترتبة على ذلك.
- 2- أن جميع المستحقات المالية للوحدة يتم سدادها مباشرة للإدارة المالية، موثقة بفاتورة لكل الخدمات المدفوعة.
- 3- بأنني اطّعت على اجراءات السلامة العامة لوحدة العلوم العصبية وسألتزم بها.
- 4- بأنني اطّعت على الآداب العامة للعمل بوحدة العلوم العصبية و سألتزم بها.
- 5- بعدم ادخال حيوانات حية للوحدة أو القيام بالتشريح داخل الوحدة.
- 6- بتزويد الوحدة بنسخة من الموافقة الأخلاقية (Ethical Approval) قبل البدء بالعمل بالوحدة.
- 7- أن أسجل اسم وحدة العلوم العصبية/ كلية الطب عند نشر المشروع البحثي في أي مجلة علمية.

الإسم:

التوقيع:

التاريخ:

الصحة والسلامة في الإجراءات المعملية العامة

Health and Safety in General Laboratory Procedures

Good laboratory practice is essential if laboratories are to be safe places in which to work.

1. Always follow the laboratory rules.
2. Always carry out a pre-work risk assessment - follow instructions and any other guidance available including signs and notices.
3. Do not start work if you are at all unsure about your task or if you have any concerns about the safety of the laboratory work. If in doubt – ask.
4. Lone working must be assessed and communicated.
5. Be alert to hazards and your surroundings - consider others working near you.

Good Laboratory Practice

1. Use protective equipment as directed and remove before leaving the laboratory
 - ✓ Wear your laboratory coat when your risk assessment requires it
 - ✓ Wear appropriate gloves and replace if damaged
 - ✓ Do not touch your face when wearing gloves
 - ✓ Cover any cuts and grazes
 - ✓ Use eye protection when directed
 - ✓ Wear 'sensible' shoes in the laboratory – not open toed sandals
2. Never eat, drink, smoke or apply cosmetics in the laboratory
3. Wash hands before leaving the laboratory
4. Keep work area clean and tidy – including fume hoods
5. Keep personal items in the area provided, not on benches or in gangways
6. Use fume hoods for all reactions and biological safety cabinets where appropriate
7. Working with electricity, lasers, ionising radiation, biohazards, gases etc all pose additional risks. Follow safe operating procedures and only use if you have been assessed as competent.

Waste Management

- Ensure waste materials are disposed of in the correct location
- Put solvents in the correct containers within the fume hood
- Take care with sharps, ensure they are disposed of in the 'sharps' container
- Never put broken glass in the general waste bin
- Never wash substances down the sink unless you have been instructed to do so

Emergency Action

➤ Spillages

- Report spilt chemicals, breakages and escapes of dangerous substances immediately to the technician or demonstrator
- If you contaminate yourself – report to your supervisor immediately
- Unbroken skin – wash thoroughly
- Minor wounds – encourage bleeding and obtain first aid
- Eyes – use eye wash shower to flood eye. Do not rub
- Mouth – wash out thoroughly
- Contaminated clothing – remove immediately
- Seek medical attention and ensure the incident is reported.

➤ Fire

- Shout "Fire" and operate the nearest red break glass point
- Ring and / or on hearing the alarm
- Leave by the nearest available exit
- Go to the designated assembly area
- Do not re-enter building until told to do so by Security
- Never assume it's a false alarm! If alarm sounds leave the building immediately

➤ Occupational Health

If you have concerns about the impact of laboratory work on your health, report it to your supervisor.

الآداب العامة للعمل بوحدة العلوم العصبية

Laboratory Etiquette

The NRU should be, and can be, areas of productive discovery, development, collaboration and general learning. To this end, all researchers should contribute to create, and maintain, a respectful and supportive environment where research can be carried out in a professional manner.

A. Laboratory Etiquette

All researchers must observe the following guidelines:

- ✓ Respect others' projects/property/laboratory space as you would expect others to respect yours.
- ✓ Never use equipment/apparatus belonging to another researcher without asking permission.
- ✓ Maintain a professional environment, professional techniques, and professional attitude toward others at all times.
- ✓ Provide collegial support for colleagues. Share knowledge and understanding. Keep distracting noise to a minimum.
- ✓ Take responsibility for the facility and your colleagues.
- ✓ The lab is our asset and we must all take the responsibility to maintain it, and the safety of our colleagues. If you observe inappropriate behavior, take responsibility and provide leadership in correcting it. Or, if appropriate, report irresponsible behavior to the Head of the Unit.

B. Laboratory Rules

These laboratory rules are aimed at both ensuring the safety of, and as a general courtesy to, all researchers in the NRU.

- ✓ Eating and drinking is forbidden in all Unit areas.
- ✓ Personal audio equipment (e.g. MP3/iPod) is forbidden in all laboratory areas. This is for the safety of all researchers. These devices may hinder your ability to react fast and efficiently if a co-worker has an accident and needs your help. It may also hinder your ability to react to various laboratory incidents (alarms etc).
- ✓ Mobile phones may not be used in the Unit areas. They can be used in the Office areas but please keep ring-tones at low volume.
- ✓ Lab coats must be cleaned regularly. All researchers must possess two laboratory coats each, which are to be cleaned alternately.
- ✓ It is forbidden to wear laboratory gloves outside of laboratory areas.
- ✓ Running is not permitted in the laboratory areas.
- ✓ Space is limited. Have only what you need in your work space.

- ✓ Coats, bags and other possessions should be placed where they cannot interfere with productivity and safety.
- ✓ If entering a laboratory area, please ensure you are wearing appropriate clothing (e.g. no open-toed shoes/shorts etc).
- ✓ Only those who have a legitimate reason to be in the laboratory should be there.

Cleaning and Housekeeping

As well as leading to efficient work practices, elimination of hazards is aided by attention to detail, environmental hygiene, and tidiness of benches, desks, storage areas, fume hoods and all areas where work is carried out. Cleaning Staff will clean labs / offices on a daily basis.

A. Correct Disposal Procedures

To ensure safety of staff that do not have a chemical / technical background it is essential the following is observed:

- ✓ Floors must not be used as storage areas.
- ✓ Sharps of any type (e.g. Pasteur pipettes, needles etc.) must NOT be placed in plastic bags. This includes yellow (hazardous waste) bags. Such items must be disposed of in sharps boxes.

B. Chemical Spillage:

- ✓ Chemical Spillage: in the event of a chemical spillage, clean up IMMEDIATELY. Ensure caution signs are put in place and notify co-workers of any potential hazards.
- ✓ Suitable personal protective equipment (PPE) must be worn by the persons dealing with the spillage. As a minimum, safety glasses, lab coat and heavy duty gloves (not disposable) must be worn. When dealing with spillages, inhalation of vapours should be avoided. Respiratory protection may be needed.
- ✓ Some chemicals will require specialist responses (e.g. elemental mercury, cyanides, strong acids etc.). Before using such chemicals any specialist response equipment required must be readily available.
- ✓ All wastes and contaminated items generated by a spillage must be disposed of in a suitable manner. Under no circumstances can a chemical spillage be left for cleaning staff to deal with.