
 <b>UINVERSTAS ISLAM NEGERI SYARIF HIDAYATULLAH FAKULTAS SAINS DAN TEKNOLOGI</b> Jl. Ir. H. Juanda No. 95 Ciputat 15412 Indonesia	<b>STANDAR OPERASIONAL PROSEDUR (SOP)</b>	No. Dok : _____
		Tgl. Terbit : 12 Juli 2025
		No. Revisi : _____
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<b>WORK INSTRUCTIONS GENERAL GUIDELINES FOR OHS EFFORTS IN THE LABORATORY</b>		


1. Unauthorized personnel are prohibited from entering the laboratory.
2. Every laboratory user must confirm the laboratory usage schedule.
3. Do not work before reading the Health and Safety guidelines completely.
4. While in the laboratory, laboratory users must wear laboratory coats and personal protective equipment, such as masks, appropriate protective gloves, and goggles.
5. Sandals and high-heeled shoes are prohibited.
6. Keep all unnecessary items (such as bags) away from the working table.
7. Eating and drinking are prohibited in the laboratory.
8. Smoking, spitting, running, and turning on mobile phones are prohibited while working.
9. Do not conduct experiments before knowing information about chemicals (read Material Safety Data Sheets), tools, and their usage.
10. Familiarize yourself with all types of safety equipment needed before conducting experiments.
11. Know the location and how to use all emergency laboratory equipment such as first aid kits, emergency eye wash, fire extinguishers, emergency showers, emergency exits, and fire evacuation routes.
12. Know the location of electrical and water sources and be able to use them correctly. Before starting laboratory practices, make sure the central gas valve is open.
13. Wash hands before activities.
14. All chemicals should be considered hazardous, therefore they must be handled with extreme care.
15. Do not touch mouth and eyes while working.
16. Write complete labels on each material explaining the contents and properties of the material.
17. Do not suck chemicals with the mouth, use a rubber pipette bulb.
18. Do not smell chemicals directly.
19. Do not use laboratory items or equipment (ovens, refrigerators, etc.) to store food, except for equipment specifically used for storing food (usually located in food laboratories).
20. After finishing work, clean all used equipment with soap cleaner/dishwashing soap. Use disinfectant or 0.5% chlorine solution for experiments related to medical or microbiological actions.
21. Always maintain personal and laboratory cleanliness. After finishing work, clean the worktable surface, dispose of waste in the appropriate place, wash hands again, close the central gas valve, and unplug all device contact cables.



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22. Laboratory users are required to report to the laboratory supervisor if any work accidents or equipment damage occurs as soon as possible.
23. The laboratory supervisor will contact medical personnel or refer to the hospital for further accident handling.

**Emergency Telephone Numbers**

Ambulance: 0822-1117-1612 / (021) 7424118 / Call Center 15412

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<b>WORK INSTRUCTIONS GENERAL GUIDELINES FOR OHS EFFORTS IN THE LABORATORY</b>		

Disahkan oleh:	Disiapkan oleh:
Kabag TU	Mahasiswa
	
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