 جامعة الشارقة UNIVERSITY OF SHARJAH	Policy Main Title	Central Labs	Effective Date	01-Nov-19
	Policy Subject	Student Project Lab Roles and Responsibilities	Last Review date	01-Nov-22
	Policy Number	UOS/CLD/SS/10	Next Review date	01-Nov-23
	Responsible Entity	Central Laboratories Directorate - Safety Section	Approved By	Deanship of Academic Support Services

Overview

Health and safety play a vital role to enhance well-being and provide a secure environment in the laboratory to promote a safety culture in any organization. The importance of health and safety cannot be undervalued. It is the employer's duty to provide and maintain clear structures to ensure appropriate levels of health and safety responsibility are assigned and accepted across the University's community. Central lab safety clearly identifies the roles and responsibilities of the Project supervisor and students who are working on their project and how they can work safely in the lab to complete their project by following defined lab safety instructions.

Scope

This policy and procedure apply to all lab users (Lab faculty members, Lab Staff, CLD, Students, Visitors, and contractors), CAA, and the Ministry of Education, etc. Which are associated with labs that come under the Central Labs Directorate, University of Sharjah.

Purpose

The purpose of the policy is to:

- Communicate the roles and responsibilities for senior design students during their research projects.
- Explain the importance of project supervisor role for health and safety.
- Ensure the accountability of project supervisor to monitor their research group.
- Identify the key responsibilities of project supervisor towards their research students.
- Create awareness in students for laboratory health and safety during research projects.
- Identify existing hazards and associated risks with research projects and how to apply control measures.
- Explain the importance of permits to work outside working hours.
- Encourage project supervisor and students to follow all health and safety guidelines and instruction provided by central labs.

Abbreviation

UOS – University of Sharjah

SOP – Standard Operating Procedure


CLD – Central Laboratories Directorate

DCLD – Director Central Laboratories Directorate

DASS – Dean of Academic Support Services

LS – Lab Staff: (Lab Supervisors, Lab Officers, Lab Engineers, Clinical Tutors, Lab Technicians, and research assistant)

LFM – Labs Faculty Member (Professor, Associate Professor, Assistant Professor, Lecturer and Researchers)

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Reference


- ISO 45001-2018, Clause: 5.3 (Organizational roles, responsibilities, and authorities), Clause: 8.1 (Operational planning and control), clause: 6.1 (Actions to address risks and opportunities), Clause: 8.2 (Emergency preparedness and response), Clause: 7.2 (Competence), Clause: 7.3: (Awareness), Clause: 7.5.3 (10.2 Incident, nonconformity, and corrective action).
- Education Sector Environment, Occupational Health & Safety Management System General Framework Version 2.0 / January 2020 (Risk Management Program for Scientific Laboratories).
- OSHAD-SF, version-3, May 2017; Clause: 4 (Roles and Responsibilities).
- UAE Fire and Life Safety Code of Practice Sep-2018.
- Stipulation 7: Health, Safety and Environment, CAA Standards for Institutional Licensure and Program Accreditation Dec 2019.
- CL safety section Policy and Procedures.

Policy


- a) Safety section is committed to managing all lab safety requirements in laboratories.
- b) Safety section shall record lab incidents and keep document evidence.
- c) Safety section shall stop any dangerous activity without proper supervision in labs.

Procedure


SN	ROLES AND RESPONSIBILITY
	Failure to comply with the CLD policies and procedures and below mentioned responsibilities may lead to an accident (e.g., burns, cuts, injuries, disease, Fire, explosion, death, etc.) which can have dire consequences for both individuals (such as legal issues) and organization (such as Damage/loss to equipment or facility, loss of reputation). In this case, concerned personnel have ultimate responsibility for these consequences.
1.0	Project Supervisor (Lab Faculty Member)
1.1	Complies with the Central Labs health and safety policy and procedures, the recommended safe work practices, and Central Labs safety instructions.
1.2	Ensures that all students working under your supervision are appropriately trained, supervised, and comply with the requirements of Central Labs Safety Policy and procedures, and Central Labs safety instructions posted in the lab.
1.3	Ensures that students working in laboratories under your supervision know and follow the guidelines and requirements contained within the Laboratory Safety Manual.
1.4	Explains emergency safety instructions provided by Central Labs in CL Emergency Response Guide booklet.

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1.5	Ensures that students working in laboratories under your supervision are familiar with the contents and location of the lab safety manual, emergency response guide and all emergency response equipment such as fire extinguisher, eyewash, and emergency showers, etc.
1.6	Provides hazard specific information and instructions regarding hazardous materials (chemical and biological agents) to the students and any other risky activities associated with the project and appropriate personal protective equipment and instruct them in the proper use.
1.7	Carry out a risk assessment prior to the project implementation and if required, provide risk control measures to the concerned lab supervisor/ students, and ensure no harmful and dangerous lab activity perform during outside working hours, which require proper supervision & guidance and which may also cause serious consequences.
1.8	Ensures that students working in laboratories under your supervision have an updated Chemical inventory and the related MSDS (Material Safety Data Sheet) are available in the lab.
1.9	Ensures safe handling, storage, and disposal of hazardous waste.
1.10	Ensures that student must have the approved permit to work outside official working hours.
1.11	Ensures that all safety measures for unattended operations / experiments are evaluated to avoid any incidents that may happen.
1.12	Holds the primary responsibility for ensuring that all laboratory work is done safely to avoid incidents /accidents.
1.13	Stop any activity that may cause harm to the Human life/ Assets/ Environment...etc.
1.14	Reports any incident to the Central Labs Directorate by using "CL Incident Report Form"
1.15	Ensures compliance with applicable legal requirements related to labs and relevant activities.
2.0	Lab Staff (Lab Supervisors, Lab Officers, Lab Engineers, Clinical Tutors, Lab Technicians and Research Assistant.)
2.1	Should locate a designated work area (bench) for each group of students in his/her lab.
2.2	Should place on the work bench A4 poster describing their project, their names and contact details, project supervisor and lab supervisor.
2.3	Monitor the laboratory and enforce CL safety policies and procedures.
2.4	Ensures that personnel working in the lab have the official permission to enter and keep the record for such permits for at least one semester.
2.5	Do not allow anyone to eat/ drink/ smoke inside the lab.
2.6	Ensures that laboratories under your supervision are maintained in a clean and orderly manner, and students working in the lab practice good housekeeping.
2.7	Ensure that all CL safety documents (safety manual, Emergency response Guide and Safety Policies and procedures) are present in the lab and it is easily accessible for everyone.

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2.8	Reports immediately malfunctioning lab equipment including protective equipment such as fume hoods, biological safety cabinets, safety showers and fire extinguishers to the central labs directorate for immediate action.
2.9	Reports any concern related to the safety to the project supervisor or to Department Chair.
2.10	Ensures compliance with applicable legal requirements related to labs and relevant activities.
3.0	Central Labs Safety Officer
3.1	Complies with the Central Labs health and safety policy and procedures.
3.2	Facilitates the implementation of CLD Policies and procedures and assist in establishing a safe work environment by collaborating with the lab supervisor, faculty, and lab personnel.
3.3	Conducts periodic and un-announced laboratory inspections for the Project labs to verify lab safety checklist and report any safety issues to the Central Labs director and Chair of Department.
3.4	Provides advice to relevant personnel on the implementation of CLD policies and procedures as and when needed.
3.5	Provides all appropriate and required personal protective equipment PPE (Personal Protective Equipment) to laboratory personnel based on their request.
3.6	Coordinates for buying safety supplies and equipment required for the central labs.
3.7	Manages the collection and disposal of hazardous waste.
3.8	Reports immediately any unsafe acts or conditions to Central Labs Director and Chair of Department for proper action
3.9	Reviews laboratory incident reports and recommends appropriate corrective actions when required.
3.10	Ensures compliance with applicable legal requirements related to labs and relevant activities.
4.0	Students
4.1	Complies with the Central Labs health and safety policy and procedures and the recommended safe work practices and Central Labs safety instructions.
4.2	Familiarizes with the location of emergency equipment and emergency response plans.
4.3	Wears the appropriate personal protective equipment when present in the lab and when conducting work with hazardous materials or operations.
4.4	Plans and conducts each activity/operation/experiment with taking in considerations best safety practices and risk associated with each activity.
4.5	Identifies any samples stored in the lab properly with a sample description, student name and his contact details. Samples which are not properly identified may be discarded. Samples must be stored in a location specified by the project supervisor
4.6	Ensures that all safety measures for unattended operations/experiments are evaluated to avoid incidents.
4.7	Stop any activity that may cause harm to the Human life/ Assets/ Environment...etc.

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4.8	Seeks proper guidance from your instructor concerning safety related knowledge and skills required to ensure safe performance in your activities.
4.9	Obtain the required permit to work outside official working hours and ensure no harmful and dangerous lab activity is performed during outside working hours, which require proper supervision and guidance.
4.10	Do not work alone in the lab, always work in a group to help you in case of accident.
4.11	You do not attempt to operate equipment or work with hazardous materials unless you are specifically authorized and trained to do that, and you have been advised of any hazards you may encounter.
4.12	Keep an updated chemical inventory in the lab and store chemicals according to compatibility.
4.13	Ensure that Safety Data Sheets (SDS) are available for all chemicals present in the lab.
4.14	Clean up your work area immediately and make sure all tools, equipment, and supplies are returned to their proper storage before leaving the lab, and the equipment is shut down. Warning will be given to concerned students when they do not clean up the work area.
4.15	Clean up any chemical or biological spill that may happen under proper supervision of your project supervisor by following MSDS instructions.
4.16	Report immediately malfunctioning of instrument or equipment to the lab supervisor and project supervisor.
4.17	Report immediately any incident to the project supervisor.
4.18	Ensures compliance with applicable legal requirements related to labs and relevant activities.

Document Amendment Record

Date	Description of Amendment	Pages Affected
28-06-2022	Add overview, Purpose, Scope, Reference, and Policy statements	1-2