

These guidelines relate to the roles and responsibilities of the Laboratory/Workshop Coordinator at the Faculty of Science, University of Malaya.

ROLES & RESPONSIBILITIES OF THE LABORATORY/WORKSHOP COORDINATOR

1. Ensure that every laboratory/workshop user, including students, research assistants, researchers, staff, or any individual using the laboratory/workshop for research purposes, is registered by completing the Occupational Safety and Health Declaration Form.
2. Ensure that all laboratory/workshop users comply with the Faculty of Science, University of Malaya Policy on the Use of Laboratories Outside Office Hours.
3. Implement Hazard Identification, Risk Assessment and Risk Control (HIRARC) to ensure, as far as practicable, safety and the absence of risks to health in relation to use, operation, handling, storage, and transportation.
4. Ensure that Safe Work Instructions (SWI) / Standard Operating Procedures (SOP) for high-risk processes are available and easily accessible to users.
5. Provide adequate and appropriate Personal Protective Equipment (PPE) for individuals conducting activities/research that involve exposure to hazards.
6. Ensure that machinery specified under the Factories and Machinery Act 1967, such as steam boilers (autoclaves, boilers, compressors), possess valid Certificates of Fitness.
7. Ensure that maintenance and registration of laboratory/workshop equipment are carried out in accordance with established regulations (fume hoods, chimneys, biosafety cabinets, scrubbers, and other related equipment).
8. Ensure that laboratory/workshop users comply with regulations on chemical and scheduled waste management, including chemical waste, biological/clinical waste, radioactive waste, and e-waste.
9. Report immediately to Management any incident/accident/dangerous occurrence/occupational disease.
10. Ensure that all users comply with laboratory/workshop regulations as stipulated in the University of Malaya Occupational Safety and Health Manual (MKKP).

REFERENCES

a. Occupational Safety and Health Act 1994 and its Regulations

- i. Occupational Safety and Health (Use and Standards of Exposure of Chemicals Hazardous to Health) Regulations 2000
- ii. Occupational Safety and Health (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals) Regulations 2013

b. Factories and Machinery Act 1967

- i. Factories and Machinery (Notification, Certificate of Fitness and Inspection) Regulations 1970
- ii. Factories and Machinery (Safety, Health and Welfare) Regulations 1970

c. Environmental Quality Act 1974 (Act 127)

- i. Environmental Quality (Scheduled Wastes) Regulations 2005
- ii. Environmental Quality (Clean Air) Regulations 2014
- iii. Environmental Quality (Sewage and Industrial Effluents) Regulations 1979

Related Links:

https://drive.google.com/file/d/1LI9QxZDhxESZdyFU_IR3lwuBijRplHz2/view?usp=share_link

https://docs.google.com/document/d/1NM_Jyl1Y1zlnrM_W7rZIG7w5ujNIBulD/edit?usp=share_link&oid=100357916645100334772&rtpof=true&sd=true

https://drive.google.com/file/d/164-WDmTRoyW1UrgSJLm56xYhssSD0Pry/view?usp=share_link

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https://drive.google.com/file/d/1WrsxKXXXKqbKfPRBGd2pBKlyN1Cu3yu3/view?usp=share_link 3c.

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