**STANDARD OPERATING PROCEDURE OF ANATOMY RESEARCH LAB AND HISTOLOGY LAB**

**General Laboratory Rules (RESEARCH LAB.)**

These rules aim to provide a general understanding of laboratory safety. The rules will familiarise Individuals to work safely in a laboratory environment and as a preventive measure for accidents or incidents. Students and researchers need to be acquainted with the rules before embarking on any laboratory procedures. More rules may be added to the existing ones.

Before embarking on a laboratory project or research, the knowledge of laboratory safety procedures should be utilised by students and researchers at all time. Rules must be strictly adhered to in the laboratory testing areas.

* No food or drinks allowed
* Do not operate any machine without proper training and sufficient practice
* Keep laboratory testing area clean, neat and uncluttered
* Report all accidents, incidents to the research or laboratory project supervisor and laboratory technician in charge
* Be familiar with emergency procedures and numbers
* Be familiar with locations of safety items
* Be properly attired
* Do not keep sharp instrument near the entry.
* Person should carefully work with wax in research lab and avoid the spilling on the floor otherwise it may produce slippery surface and difficulty to walk in lab.

**S.O.P FOR HISTOLOGY LAB**

* Brief students on laboratory safety general regulations during the first laboratory lesson in the year.
* Give proper instructions about handling and use of microscope to students before entry in Histology lab.
* Ensure students have clearly read and understood the laboratory safety regulations and signed on the relevant indemnity forms.
* Demonstrate good safety practices at all times in the laboratory.
* Handle the microscope with care.
* Microscopes should be in cover after use or whenever not in use.
* Unplug the microscopes after use or switch off whenever not in use.
* Give explicit instructions, highlighting certain safety precautions to be exercised by students where appropriate, before students begin their laboratory work The laboratory technician will able to assist in the safety procedures.
* Record and report all incidents/accidents that occur in the laboratory. The laboratory technician will able to assist in the safety procedures.