**INEE Lab 02: INEE Laboratory Safety Briefing**

*(Please complete all form and document needed and tick ( √) the checklist below)*

| | | | |
|---|---|---|---|
| Lab usage form | ☐ | Experiment draft | ☐ |
| Agreement on safety briefing | ☐ | Lab survey form | ☐ |

**Briefing on Area:**

1. Entry Area ☐
   a) Lab sandals/Lab coat area/User luggage area ☐
   b) PPE Usage and location; i.e. Chemical apron, Chemical boots, Safety Glass. ☐
2. Material Area ☐
   a) The Chemical Room Area and how to access ☐
   b) Material Safety Data Sheet (MSDS) ☐
   c) Bin usage in category ☐
3. Analysis Area ☐
   a) Power and utility area. ☐
4. Equipment Area ☐
   a) The equipment that need the technician assistant. ☐
   b) Equipment's log book ☐
5. Gas Room ☐
6. Restricted Area; i.e. Gas room, storage area ☐
7. Toilet that can be used ☐
8. 5's Discipline, Housekeeping and Energy Consumption. ☐

**Emergency Cases:**

9. Emergency Exit in the Lab Area (Material Preparation Area/Analysis Area/Equipment Area). ☐
10. The Emergency Shower area ☐
11. Fire Extinguisher and type of usage ☐
12. First Aid KIT location ☐
13. Chemical Emergency Response KIT ☐
14. Emergency Contact Number ☐

**User's Declaration:**

I, hereby agreed to the condition that the Lab briefing is completed and ready to use the lab in orderly fashion.

Signature: _____

Name _____

Matrix No: _____

Date: _____

Witnessed by:

_____