

STANDARD OPERATING PROCEDURE (SOP)
FOR
LABORATORIES

Purpose

The main objective is to promote safe and secure working environment for people working in labs. The main objective is to formulate a set of written instructions in detail, how to perform a laboratory process or experiment safely and effectively.

Scope

It includes nearly 38 labs in KG Reddy Institute of Engineering and Technology.

Laboratory Safety Manual

- The safety manual includes all the set of safe working procedures which should be carried out in the laboratory. The contents in the manual should include
- Standard Operating Procedures for the experiments to be carried out in the laboratory.
- Standard risk assessments should be done for the tasks involving hazardous chemicals and high risk procedures.
- All the chemicals and equipment should be registered in the log book maintained by the laboratory-in-charge.
- Working rules that are appropriate to the particular laboratory should be written and displayed in the labs.
- Before the commencement of work, each person should sign the manual that they have understood the rules and regulations which must also be countersigned by the lab in-charge.

General Safety Rules

- In case of injuries, first aid kit will be located next left to the main exit door.
- In case of fire mishaps fire extinguishers are located next left to the main exit door.
- Safety showers and eye wash stations should be located next right to the main exit door.
- There should be a refugee area where all can gather in case of fire accidents.
- Appropriate protective clothing (aprons, gloves) should be worn wherever and whenever required.

- Approved safety spectacles, goggles or safety shields must be worn wherever required.
- Fasten loose clothing and tie back long hair.
- Closed footwear should be worn at all times so that they offer protection from corrosive or hot liquids and might save from potential sources of injury.
- Wash hands and remove laboratory coats after the completion of experiment and before leaving the laboratory.
- Do not run around or engage in reckless behavior while working in labs.
- It is prohibited to eat and drink in the laboratories.

HouseKeeping

- The floors should always be kept clean and dry.
- Keep the benches and apparatus free from chemicals and clean the apparatus thoroughly.
- Turn off all the equipment in use and extinguish flames when leaving the laboratory.
- Waste should be disposed properly.