

Purpose

The purpose of this document is to ensure that Faculty Members, Graduate Students, Doctoral Students, Undergraduate Students, and Researchers (who are not Koç University academic or administrative staff) who come to Koç University laboratories or offices as guests to perform work for a limited time accept and declare the terms of laboratory use.

Rules for Laboratory Users

1. The declaration and commitment document issued by the Occupational Safety Unit must be signed and submitted.
2. The laboratory user must not access any areas other than the work area (laboratory, office, or excavation area) designated in the declaration and commitment document.
3. Before starting work in the laboratory, the laboratory user must complete all training sessions developed by the Occupational Safety Unit and designated by the relevant laboratory supervisor.
4. Work should not be performed in laboratories when alone, without authorization, and when the individual in charge is absent.
5. Laboratory users should not come to the laboratory while under the influence of alcohol, or they should not consume alcohol.
6. Laboratory gowns should be worn during the work, and the required personal protective equipment should be used. Laboratory users must make a request at the following address https://koc.ca1.qualtrics.com/jfe/form/SV_a32xiwWZkh0KGN for selecting and receiving personal protective equipment suitable to the work performed. Personal protective equipment specifically required for the use of particular machinery and equipment for the laboratory work should be provided by the laboratory staff.
7. It is forbidden to talk on a mobile phone when working with chemicals.
8. No experimental devices, chemicals and other materials should be touched in the laboratory unless the individual in charge gives permission.
9. Experimental studies should be carried out only in the manner described and demonstrated by the individual in charge.
10. Long hair, loose jewelry, baggy and long garments will cause danger in the laboratory environment. Hence, long hair should be tied at the back, loose jewelry should be removed, and baggy and long garments should not be worn.
11. In the laboratory, before touching the face, hands should be washed with soap and water.
12. All accidents and spills should be reported to the laboratory supervisor and the occupational safety unit.
13. Areas where acid has been spilled should be neutralized with base, while areas where base has been spilled should be neutralized with acid. The area should then be immediately wiped with water.
14. After the experimental work is completed, the materials used, the experiment setup, and the experiment bench should be carefully cleaned. The work area should be kept tidy and clean. Laboratory workers should wash their hands with soap and water, and they should leave the laboratory premises with the permission of the individual in charge.
15. Machinery, equipment, chemicals, etc., used in experiments conducted in the laboratory must be marked with necessary warning signs cautioning against the continuing risk involved in the work, and thus, other laboratory workers and persons should be made aware.
16. No food, drinks should be consumed in the laboratory. There should be no smoking in the laboratory.
17. A suction bulb must be used when operating a pipette. Absolutely no chemicals should be drawn through the mouth.
18. Hot or boiling materials should not be left unchecked or unattended.
19. Flammable materials should not be placed in areas where an open flame is used, or where they may be exposed to high temperatures.
20. Immediately after use, the caps of the chemical bottles should be replaced and tightened. Immediately after use, the bottle should be put away.

21. When working with chemicals, the required personal protective equipment (gas mask, dust mask, acid gloves, glasses, etc.) should be used. Special caution should be exercised to prevent uncontrolled contact of the chemical with the skin and the respiratory tract.
22. Laboratory workers must be familiar with the dangers associated with the chemical substance used in the work area, and they must read the Material Safety Data Sheet (MSDS). MSDS forms should be easily accessible to users and their location should be known.
23. If there is a heavier than usual chemical smell in the environment, and if it is not possible to determine whether the gas/steam is poisonous, that area should be evacuated. Work should be stopped immediately, and the firefighting unit should be notified.
24. Highly flammable and flammable materials should be kept away from heat sources, flames, and possible impacts.
25. Explosive substances should not be exposed to factors such as friction, impact, sparks, fire in an environment where there is no atmospheric oxygen.
26. Chemicals should be stored in designated cabinets according to their properties. (flammable, toxic, corrosive, etc.). Chemicals should not be mixed with each other in uncontrolled fashion.
27. In case of accidental spillage of chemicals, leakage, or exposure to chemicals, Koç University emergency hotline number 0 212 338 1122 should be called and the situation should be reported. Chemical spill and scattering kits located in emergency cabinets should be used.
28. Ask the laboratory supervisor to provide information about the meeting assembly areas and escape routes for use in emergencies.

Rules for Animal Research

1. The general rules set out above for Laboratory Users must be followed.
2. There should be no access to this area if the Laboratory Supervisor is absent.
3. Protective glasses should be worn during blood collection and chemical fluid studies.
4. Cutters and piercing tools (injector tips, razors, broken glass materials) must be kept covered and discarded in the cutter waste bin after use.
5. The potential hazards of the equipment and materials to be used should be reported and written on the project cards.
6. Chemical and biological wastes from the work should be disposed of in medical waste bins and should not be left in common areas.
7. In accordance with preventive health measures, examinations and vaccinations should be carried out by health centers and a vaccination card should be brought in.
8. The individual to work in the laboratory should get themselves checked against the risk of allergies of animal origin.
9. Any accidents that occur in the laboratory should be reported to extension number 1122 urgently.

Rules Involving Office Work

1. In case of situations or malfunctions that may cause danger, the relevant units should be notified so that officials can intervene, and in the meanwhile, no one should interfere with the incident or situation.
2. Areas that are off limits should not be accessed arbitrarily or without the permission of the authorities.
3. Areas that are unsafe because of ongoing work should not be used for passing through.
4. To prevent trips, falls, and crashes, cabinet doors and desk drawers should not be left open. Materials should not be stacked in a way that will allow them to tip over, to roll over, and to create a dangerous situation.
5. Materials that will cause tripping and falling should not be kept on walking paths and on the floor of the work area.
6. Chairs, armchairs, or tables should not be used for fetching files or other items from shelves in high places, and a portable ladder should be used for this purpose.
7. To prevent spills, beverages such as tea and coffee should not be kept near electrical appliances.
8. All cables, plugs, and sockets of all electrical appliances in the office area should be checked to ensure that are suitable and safe to use.
9. Before leaving the room at the end of working hours, make sure that the lights, the electrical appliances (air conditioning, charging adapters that are plugged in, etc.) are all turned off.

- 10.If a there is deterioration in health condition, or symptoms of contagious disease emerge, the individual in charge, the workplace physician, and/or the Health Center should be informed.
- 11.Occupational safety measures in effect at the workplace must be fully complied with. Attention should be paid to the instructions and warning signs, and their location should not be changed.
- 12.In case of an emergency call 0212 338 1122.

As the faculty member companion, I declare and undertake that I shall abide by all the rules listed above.

Undertaker
Faculty Member Companion

Faculty Member

Notifier

Koç University
**Representative of the
Employer**

Name:
Surname:
Signature:
Date: