

Effective Date: 09/09/09

Last updated: 10/03/2023



**SCHOOL OF MATERIALS & MINERAL RESOURCES ENGINEERING
UNIVERSITI SAINS MALAYSIA
ENGINEERING CAMPUS**

**PROJECT RISK ASSESSMENT FORM
(Assessment of Student Supervision - Health and Safety Aspects)**

"OUR GOAL IS A HEALTHY AND SAFETY ENVIRONMENT FOR EVERYONE"

This form should be completed jointly by an Undergraduate, Post graduate or Academic visitor and the appropriate Research Supervisor. The Assessment Record is valid for a maximum of one year but must also be reviewed and supplemented whenever there is a significant change in the nature of the work performed.

Name of Research Worker	Name of Research Supervisor or Project Leader	Research Lab / Room

Nature of Project:

<input type="checkbox"/> Final Year Project	<input type="checkbox"/> Research Grant	<input type="checkbox"/> Industrial Grant
<input type="checkbox"/> M Sc.	<input type="checkbox"/> Consultancy Work	<input type="checkbox"/> RA / RO
<input type="checkbox"/> Ph.D	<input type="checkbox"/> Others (Please specify) : _____	

Project Title:

Description of Work: *(To be completed by Student/Researcher and endorsed by the Supervisor)*
Give a brief description of the work to be undertaken including nature of materials and techniques to be used.

COSHH ASSESSMENT DECLARATION

Special Hazards:

[The research student **MUST** complete this form (Attachment 1) and submit together with the MSDS Supplementary form (Attachment 2) and Materials Requisition form for evaluation by the Chemical Safety Officer]

For the research student:

I have been made aware of the Risk Assessment indicated above. I have studied carefully and have noted the hazards inherent in the work and have noted the procedures recommended to reduce the associated risks. I have read and understood the Occupational Health & Safety Guidelines and agree to follow the recommended procedures and practices in the MSDS before commencing of any laboratory research work.

YES Occupational Health & Safety Briefing attended

YES Lab Safety Guidelines read and understood

Signature of Research worker: Date:.....

For the Supervisor:

Risk Category for Supervision (To be completed by Supervisor - tick box)

A - work must not begin without direct supervision by a named supervisor

B - work must not begin without the supervisor's advice and approval

C - work may proceed as the researcher are trained and competent in the procedures involved

D - work may proceed as the risks are insignificant and no special supervision is needed.

The hazards associated with the substances and the risks inherent in their planned use have been reviewed. Some or all of the substances to be used in the planned research may involve risks requiring special assessment and will be performed as and when appropriate but in any case **before** any of the substances are used.

Signature of the Supervisor: Date:.....

Acknowledge and Signed by the Chemical Safety Officer :

Date :

** Chemical Safety Officer : Dr.Tuti Katrina Abdullah / Dr. Suhaina Ismail / Ts. Dr. Arjulizan Rusli

Please **duplicate** this form and any attachment before signed by the Chemical Safety Officer. One copy should be kept by the research worker.

Assessment of Student Supervision – Health & Safety Aspects

Completing the form

In the event of an accident occurring involving the named student, a copy of the relevant completed *Student Supervision – Health & Safety Aspects* form must be submitted with the *Accident Report Form* to the School Health & Safety Committee.

1. This form must be filled by all students carrying out research in all the research laboratories i.e. the ANALYTICAL, CHEMISTRY, MATERIALS AND POLYMER laboratories. Its use has been agreed by the Head of Department and endorsed by the Academic Staff. Its purpose is to enable members of academic staff supervising research at the School of Materials & Mineral Resources Engineering, to meet "*The Health and Safety Responsibilities of Supervisors Towards Undergraduate and Postgraduate Students*".
2. For postgraduate research students and final year undergraduates carrying out research projects, time and administration will be saved by combining health & safety with academic supervision. Supervisors should ask students to read and understand the nature of the research to be undertaken including procedures and hazards. The supervisor and the student will then meet and agree to the precautions and supervision needed.
3. The form may also be used or adapted to fulfil responsibilities to research assistants and technicians.
4. Further advice on completing the form should be sought from the member of staff nominated by the School Health & Safety Chairman
4. Where relevant, precautions needed should conform to existing University controls such as Outside Normal Hours Working Procedures and for Field Work.

Precautions should include personal protective equipment such as laboratory coats to satisfy the *Personal Protective Equipment (PPE) at Work Regulations 1992* (UK)
5. To Review Assessment by the Review Date or immediately following an accident or unsafe incident.

Group activities such as practical classes and student projects must be reviewed before the start of the academic year to which they apply.
6. Completed forms must be kept in a readily accessible place for the duration of the course on which the student is studying.

Instructions for Submission of PROJECT RISK ASSESSMENT FORM

1. For All Project Students and Researchers (Final year project, Mix-mod, Post-graduate, and Research groups):

Each **Copy** of the COMPLETED **Project Risk Assessment Form** (COSHH form) is to be submitted together with the forms below:

- (A) Special Hazards form (Attachment 1) – Pink form
- (B) MSDS Supplement Form – Summary form (Attachment 2) – Green form
- (C) Material Requisition form – to be filled in Duplicates (Attachment 3) – Peach form

All these documentation has to be submitted before handling any chemicals in the laboratories.

2. The summary of MSDS attachment should have information as below:

- (a) Name of Chemical used
- (b) Cas. No. of the chemical used
- (c) Hazards Identification
- (d) First-Aid Measures
- (e) Fire Fighting Measures
- (f) Accidental Release Measures
- (g) Handling & Storage
- (h) Exposure Controls / Personal Protection
- (i) Disposal Consideration

3. MSDS can be downloaded from the following websites:

- (a) www.bdh.com
- (b) www.chemdat.com
- (c) www.sigma-aldrich.com
- (d) www.jtbaker.com
- (e) www.fisher.co.uk
- (f) www.alfa.com (specially for metallic powder)
- (g) www.strem.com