

### **CME Laboratory Access – Extended Hours Policy (CME-POLICY-008)**

Access to CME laboratories is normally restricted due to the hazardous nature of the chemicals and processes used. The experiments conducted in these spaces involve inherent risks that must be managed with the utmost seriousness.

However, in response to a growing student population and increased demand for laboratory space, CME is implementing an **Extended Hours Laboratory Access Policy**.

Students who are **recommended by their supervisor** and who **complete and sign the Extended Lab Access Form** may be granted laboratory access from **07:00 to 23:00, seven days a week, including holidays**.

Any misuse of this privilege – including, but not limited to, allowing unapproved individuals to access the lab during extended hours – will result in the **immediate revocation of extended access privileges**.

#### **Rules for extended hours**

##### General rules

- All experiments should have an SOP prior to starting the experiment.
- Experiments must only be carried out when there is a second person in the lab.
  - It is your responsibility to inform other students of the hazards of your experiment so they can intervene if needed.
- There must be a printed safety data sheet available for every compound that carries a hazard.
  - Check with your supervisor that all the necessary data sheets are available in case of doubt.
- Don't wear earphones in the lab. You may not hear it if an incident occurs when you wear earphones.
- Unattended experiments
  - Should be carried out in a safe space (e.g., fumehood if relevant)
  - Must have an unattended experiment form on display.

##### Specific rules related to extended hours

- Students can obtain extended hours access (7:00-23:00 including weekends) by submitting the enclosed form confirming that they have read the rules and are fully aware of them.
- Students who need access beyond the extended hours should have their supervisor contact the Chair to discuss the specifics.
- Be aware that security and services are limited after hours. Hence, aim to carry out activities that have hazards during office hours to the extent possible.
  - The loading dock is only open until 3 pm.
  - Technical staff are not on campus after hours. They are not available to help with equipment outside office hours.

- Security has limited presence after hours.
- Students must arrange ahead of time if they intend to be in the lab after hours to ensure that they are not alone in the lab.

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**Extended Hours Lab Access Form (CME-FORM-008)**

**Student Name & ID #:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Laboratory:** \_\_\_\_\_

**Reason for Request:** \_\_\_\_\_

**Start Date for Extended Access:** \_\_\_\_\_

**End Date for Extended Access:** \_\_\_\_\_

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**Student Commitment**

I acknowledge the hazardous nature of work conducted in CME laboratories. If granted extended hours access, I agree to comply with all safety rules, regulations, and standard operating procedures (SOPs) applicable to my work. I commit to conducting all laboratory activities responsibly and to prioritizing my safety and the safety of others at all times. In the event of an incident or near miss, I will report it immediately in accordance with established procedures and will notify my supervisor and the technical personnel responsible for the laboratory without delay.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Supervisor Commitment**

I request extended hours laboratory access for the above-named student based on the requirements of their degree-related research. I have clearly communicated my expectations regarding extended access, with particular emphasis on safety responsibilities. I am confident that the student understands and will adhere to all applicable safety and access requirements, and I therefore recommend that extended access be granted.

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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