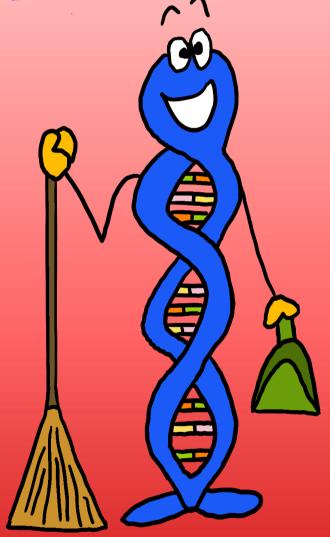




# Cultivate Good Housekeeping Habits NOW. Sometimes later becomes never.







Keep benchtop clean and tidy





Hang up lab coats Throw away used gloves



Keep BSC clutter-free

"A place for everything and everything in its place."



## **Clean Up Your** Lab Station

## **Keep Your Laboratory Neat and Free of Clutter**

FIRE EXIT



Location After Use

Safety **First** 

**Do Not Obstruct** 

Improper Housekeeping Creates **Safety Hazards** 

**Maintain A Clean** and Safe Laboratory

**Ensure Chemicals Are Stored Safely** 

Misplaced

Chemical

Missing?

# **GOOD LABORATORY HOUSEKEEPING** 5 Steps



#### Sort

Go through your work station and eliminate all unnecessary items (e.q. sharp objects, combustible and flammable materials). Keep only essential items for your specific experiment.

### Set in Order

Arrange items in such a way that the most frequently used items are the easiest and guickest to locate. Eliminate time wasted in obtaining the necessary items for your experiment.



#### Sweep

Clean your workstation and equipment, and keep it clean, tidy and organised. At the end of each experiment, clean your workstation and be sure that everything is restored to its place.



#### Standardise

A SOP and RA should be available at your workstation where the experiment is done. Be familiar with the safety procedures, hazards and risks involved before beginning any laboratory work



#### Sustain

Maintain and review standards. Train your laboratory mates to follow the 5S rule to keep good laboratory housekeeping discipline automatically.

#### DYY Group

RESEARCH LABORATORIES DEPARTMENT OF MEDICINE NATIONAL UNIVERSITY OF SINGAPORE







# Starts from ME



Label chemicals clearly & store it correctly



Dispose of waste properly & promptly



Maintain workplace clean & tidy

HELENSE HELENSER A

Keep emergency facilities & escape route unobstructed

