



KING FAHD UNIVERSITY OF PETROLEUM & MINERALS
**College of Petroleum
Engineering & Geosciences**

CPG-OHS

CPG LABORATORIES VISITORS GUIDELINES



Prepared by Operation, Health & Safety Team

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INTRODUCTION

We would like to welcome you to the College of Petroleum Engineering and Geosciences (CPG). CPG is committed to health and safety policies as well as preserving the cleanliness and natural environment.

These safety guidelines have been made for visitors to the college to ensure that they are aware of the safety requirements that we expect all visitors to follow while in the premises. For your safety, please pay attention to the information contained in this document and instructions to follow. Inside the university campus, please follow all traffic regulations. Always fasten your seatbelt, obey the speed limit while driving. Also, park your vehicle at a designated area advised by your invitee.

CPG laboratories are currently located in 3 different buildings:

1. Petroleum Engineering & Geosciences Labs Labs (Bld. Number 78)
2. Petroleum Engineering & Geosciences Departments (Bld. Number 76)
3. Petroleum Engineering & Geosciences Technology Center PEGTC (Bld. Number 248)

Safety Rules

BEFORE YOUR VISIT

- Wear close-toed shoes (sandals / slippers are not allowed)
- Wear long pants.
- Thawb and Shumakh/Ghutra are **NOT** allowed inside the labs.
- Long hair must be tied to the back or covered with proper cover.
- No strings or other materials dangling from clothing.

DURING THE VISIT

- When you arrive at the CPG laboratories building, the Safety Team will receive you for a short “Safety Briefing”. Pay attention to the following:
 - What to do in case of emergency.
 - Number and location of the emergency exits.
 - Location of “Assembly Point”.
 - Location of the “Designated Smoking Area”.
- Personnel Protective Equipment (PPE) is required all the time while you are in the laboratories. Lab visitors are going to be provided with the following PPEs:
 - Lab coats
 - Safety goggles

At the end of the visit, please return the PPEs to the safety officers.
- Always keep the PPEs on while you are in the labs.
- Eating/Drinking and chewing are **NOT** allowed in the labs.
- Smoking is **NOT** allowed in all KFUPM buildings and it is only allowed in the “Designated Smoking Areas”.

- Be alerted all the time and proceed with caution while you are in the labs.
- Watch out for pinch points, sharp edges and slippery surfaces while touring the labs.
- Never attempt to taste or smell chemicals or anything in the labs.
- Do not touch any equipment without permission.
- There must be no running in the labs or passageway.
- Pranks and physical jokes are strictly prohibited.
- Some of the labs use Radioactive Machines (caution signs are posted on the laboratories' entrances). Never attempt to enter the radioactive lab without the permission of the laboratory coordinator.
- Opening and closing of the doors must be with care since some of the doors open toward the passageway, which could cause a hazard for people walking in the passageway.
- Notify safety team in case you observed any unsafe act/condition in the laboratories.
- Ask if you do not understand to stay safe.