

### **Rules and Regulations for the Research Safety Initiative - KMS system**

1. Laboratories will be shut down from 12 am to 7 am daily. All research staff/students are to cease activities and leave the laboratories by 12 am sharp.
2. If emergency access is required between 12 am to 7 am daily, users need to contact NTU campus security at 6790 5200 to request for access into the laboratory to perform any last minute or emergency procedure.
3. The two-men rule/buddy system is strictly enforced for laboratory work after office hours. Your buddy must be within sight of you at all times when working in the laboratory.
4. Drawing and returning of the access card from the Key Management System (KMS) to work in the laboratories will be enforced from 7 am to 11 pm on weekends and public holidays. All access cards must be returned to the KMS system by 12 am.
5. To draw out and/or return the laboratory access card, dual authentication is required which enforce two-men rule or buddy system.
6. FACTS, E-Space, E-Studio and stand-alone Graduate Rooms (GR) will operate 24/7 with access by matriculation or staff cards.
7. GR situated in laboratories, i.e. GR 17, 18, 19 and N3.1-B3a-02, will also operate 24/7 the access into these GRs is by drawing out the office in laboratory access cards using the KMS system. No laboratory work is allowed for users in these GRs if they draw out the office in laboratory access card.
8. Misplace or lost of laboratory access card is reportable and replacement cost will be bear by the researcher.
9. For requests to carry out work alone, research staff/students have to fill in the online "[After-hours low risk lone worker application](#)" form for approval by your supervisor and endorsement by Associate Chair (Research).
10. Researcher will be penalize if laboratory access card is not return on time or unable to return the laboratory card as he/she is the last user in the group
11. All the laboratories are under CCTV Surveillance, safety violations found will be dealt with accordingly.

Updated on: 1 September 2021