

## Laboratory Safety Information Sheet 1

# Policy on Safety in Laboratories

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Please follow the general safety rules and procedures outlined below and any specific requirements stipulated for particular units or laboratory activities (including external activities).

1. Adopt an alert attitude in the laboratory and always be conscious of potential hazards.
2. Identify the locations of the eyewash, safety shower, fire extinguishers and first-aid box.
3. Be familiar with the emergency procedures, which are displayed in the laboratory.
4. Ensure that clothing is suitable to laboratory conditions, e.g. footwear, lab coat, safety glasses and gloves. Long hair needs to be tied back.
5. Do not place bags on the floor where you may trip over them. Place in designated area.
6. Do not smoke, consume food, drink or use illicit drugs in the laboratory unless it is part of an experimental procedure.
7. Do not pipette any liquids by mouth.
8. Do not do practical work in isolation in a timetabled laboratory or workshop. Only low-level risk activities can be done working alone in isolation. We encourage a second person being present. If the work is not low-level risk, then refer to Working Alone Policy.
9. Never run or engage in practical jokes or horseplay in the laboratory.
10. Exercise care when opening and closing doors and entering or leaving the laboratory.
11. Regard all chemicals as hazardous and all biological materials as potentially infectious unless there is definite information to the contrary.
12. If there is any procedure or activity that you do not want to complete (for personal or medical reasons) then consult your class instructor.
13. Identify the known and possible hazards associated with any operation and adopt appropriate safety precautions. Consult the Risk Assessment Management Plan (RAMP) on Blackboard.
14. Use safety carriers for transporting glass or plastic containers with a capacity of two litres or greater.
15. In the event of a spill, immediately inform the lecturer/demonstrator or the laboratory technician. Spills must be cleaned up immediately and thoroughly.
16. Report to the lecturer/demonstrator any equipment that is not working properly, any breakages or accidents.
17. Clean apparatus and benches, turn off power, gas and water before leaving the laboratory.
18. Wash your hands before leaving the laboratory, especially if you have been handling any chemicals, radioactive or biological materials. Remove laboratory coat before washing hands.
19. Follow specific protocols for disposal of hazardous (biological, chemical, radioactive, infectious, etc.) and non-hazardous waste materials.
20. **IF IN DOUBT ABOUT ANY PROCEDURE, ASK YOUR LECTURER/DEMONSTRATOR OR OTHER LABORATORY PERSONNEL.**