LABORATORY SAFETY INFORMATION SHEET 1

POLICY ON SAFETY IN SMS LABORATORIES

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. If in doubt about any procedure, ask your lecturer/demonstrator or other laboratory personnel.

3. Identify the locations of the safety glasses, emergency eyewash, emergency safety shower, fire extinguishers and blankets, emergency exits, for each laboratory attended.

4. Identify the location of the first-aid box in that area and those staff members trained in first aid.

5. Be familiar with the emergency procedures which are displayed in the laboratory.

6. Ensure that clothing is suitable to laboratory conditions and covers any exposed parts of the body.

7. Ensure that footwear fully encloses the foot, including the heel, toes and the top of the foot.

8. Students need to wear a fastened laboratory coat for all laboratories in Human Biology (all laboratories on level 2 building 17) coat must be removed before leaving the laboratory.

9. Safety glasses and disposable gloves will be provided.

10. Long hair needs to be tied back.

11. Do not place bags on the floor where you may trip over them. Place in designated area.

12. Do not consume food, drinks or illicit drugs in the laboratory unless it is part of an experimental procedure. Do not apply lipstick or lip balm when in a laboratory. Do not pipette any liquids by mouth.

13. Never run or engage in practical jokes or horseplay in the laboratory.

14. Exercise care when opening and closing doors and entering or leaving the laboratory.

15. Regard all chemicals as hazardous and all biological materials as potentially infectious unless there is definite information to the contrary.

16. If there is any procedure or activity that you do not want to complete (for personal or medical reasons) then consult with your class demonstrators.

17. Identify the known and possible hazards associated with any operation and adopt appropriate safety precautions. Consult the University and Faculty Safety Policies, located on the safety noticeboard in each laboratory. Locate the file containing copies of Risk Assessments and chemical MSDS’s in each laboratory.

18. In the event of a spill, immediately inform the lecturer/demonstrator or the laboratory technician. Spills must be cleaned up immediately and thoroughly.

19. Report to the lecturer/demonstrator any equipment that is not working properly, any breakages or accidents.

20. In Medical Science Laboratories remove bench coat and place in contaminated waste bin, clean benches (as directed) return any trays to trolley provided in each laboratory.

21. Follow specific protocols for disposal of hazardous (biological, chemical. Radioactive, infectious, etc.) and non-hazardous waste materials.

22. 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.