

# Appendix 5

## Lab Supervisor

### Key Tasks

## Laboratory Supervisor Key Tasks

- (a) LSs are responsible for a specified Laboratory room(s) (or part thereof); and
  - (i) are in charge of all Hazardous Substances contained within the specified part of the HSNO Laboratory Facility;
  - (ii) must nominate any other person to be in charge in his or her significant absence;
  - (iii) will ensure that an unapproved Hazardous Substance is handled and stored in the same way as a similar approved substance (i.e. similar chemical, physical, or biological properties);
  - (iv) will ensure that the requirements for information on the use and maintenance of Protective Equipment are available;
  - (v) will ensure that the requirements for information on the use and maintenance of Equipment are available; and
  - (vi) will ensure that procedures for the disposal of Hazardous Substances are included in the Laboratory Safety/Procedures Manual or other appropriate documentation.
- (b) As the LS is not required to be present at all times, significant absence (section (ii) above) is taken to be longer than three days. An alternative (second in command) is nominated when the LSs absence would cause non-compliance with the Code of Practice.
- (c) LS ensures that the provisions of this Code of Practice are adhered to in the area for which they are responsible.

A LS ensures that every person handling a hazardous substance in the laboratory is provided with all of the following information before handling the substance.

A LS ensures procedures are in place to prevent the contamination of any equipment or part of the laboratory.

If the substance is an approved hazardous substance, procedures to ensure that persons in the laboratory are not exposed to the substance, or if exposure cannot be avoided, they are exposed to the lowest practicable level and in all cases no higher than the relevant workplace exposure standard (WES).