

Appendix 8

UO Laboratory Rules

University of Otago Laboratory Rules

The following laboratory practices are to be observed in all HSNO laboratories:

1. Safe methods of use shall be developed and complied with for each hazardous substance used within the laboratory.
2. Containers of 2.1A, 3.1A, 3.2A, Class 6 category A with inhalation risks, and Class 8 A category shall only be opened and used in a fume cupboard or facilities providing sufficient ventilation.
3. Bottles and jars of ready-to-use reagents “**stored**” on benches or on shelves between benches should not exceed 1 litre for category A substances and 2.5 litres for all other categories per laboratory.
4. Food intended for human consumption *shall* not be consumed or stored where hazardous substances are handled.
5. Food or drink for human consumption *shall* not be stored in a refrigerator used to store laboratory materials.
6. Appropriate protective clothing *shall* be worn when in designated HSNO exempt laboratories at all times. A laboratory coat, overalls or similar protection, and closed-in shoes are the minimum requirements.

Note: Laboratory coats should be removed when going from laboratory areas to the tea-rooms or office areas.

Note: The MINIMUM Standard for the wearing of eye protection is “Eye protection MUST be worn by every person in a HSNO (Exempt) Laboratory when a hazardous substance is handled or in use by anyone in the laboratory” AND “Eye protection must also be worn when a hazardous substance is being handled outside of a HSNO (Exempt) laboratory”. In practical terms this means that some laboratories will need to designate specific areas where eye protection is not required. E.g. writing up areas. The intent of the requirements are to ensure that if a chemical splash occurs, occupiers of the room are not at risk. Exempt Laboratories may be used for other purposes e.g. examinations, providing no hazardous substances are in use, and eye protection is not required in these situations.

7. Skin that has come into contact with hazardous substances (irrespective of the concentration) *shall* be washed.
8. Hands *shall* be washed after handling hazardous substances and before leaving the area where the hazardous substances were handled or used. Where gloves are worn outside the laboratory, the hands must be washed and only new, clean gloves can be worn outside the laboratory area.
9. Safety carriers or trolleys (for large containers) *shall* be used for transporting plastic or glass containers of hazardous substances with a capacity of 2 litres or more.
10. A fume hood or fume cupboard or other means of ventilation, isolation or extraction (e.g. an isolating cabinet or a 'cytotoxics' cabinet) *shall* be used when working with highly toxic, volatile or odoriferous substances, or particulate/dusty matter, to ensure a safe working environment, in accordance with the Safe Method of Use developed for the substance.
11. Waste hazardous substances, containers and packaging *shall* be disposed of in an appropriate way.
12. All hazard labels on surplus containers and packaging *shall* be defaced or rendered illegible before discarding.