

# Appendix 6

## Authorised Users Responsibilities

## **Authorised Users Responsibilities**

### **Duties of Personnel Handling Hazardous Substances**

Prior to introducing any new hazardous substance into a laboratory, the person intending to introduce the substance will determine if the hazardous substance falls into HSNO categories already covered by existing Safe Methods of Use, and whether any amendments are required to Safe Methods of Use, the Laboratory Safety Procedures or the Emergency Response Plan. If the hazardous substance is not covered by existing Safe Methods of Use, that person will inform the Laboratory Manager in writing of its introduction.

Note: A copy of email or requisition/order form can be considered a form of written notification.

All persons handling hazardous substances must comply with the requirements specified in the Safe Methods of Use applicable to the Hazardous Substances being used.

Section 19 of the Health and Safety in Employment Act 1992 requires that an employee takes all practical steps not to injure themselves or any other person.