

Health and Safety in Undergraduate Laboratories

Good laboratory practice is essential if laboratory are to be safe places in which to work.

- Always follow the laboratory rules.
- Always carry out a pre-work risk assessment - follow instructions and any other guidance available including signs and notices.
- Do not start work if you do not understand instructions or if you have any concerns about the safety of the laboratory work. *If in doubt – ask*
- You must not work in laboratories unsupervised and only use the laboratory at the times laid down by the department.
- Be alert to hazards and your surroundings - consider others working near you.

Good Laboratory Practice

- Use protective equipment as directed and remove before leaving the laboratory
 - Wear your laboratory when directed and ensure it is properly fastened.
 - Wear appropriate gloves and replace if damaged
 - Do not touch your face when wearing gloves
 - Cover any cuts and grazes
 - Use eye protection when directed
 - Wear 'sensible' shoes in the laboratory – not open toed sandals
- Never eat, drink, smoke or apply cosmetics in the laboratory
- Wash hands before leaving the laboratory
- Keep work area clean and tidy – including fume hoods
- Keep personal items in the area provided, not on benches or in gangways
- Use fume hoods for all reactions and biological safety cabinets where appropriate
 - Ensure the reaction is at least 150mm from the sash / front of cabinet
 - Close the sash when not actually working in the hood

Waste Management

Ensure waste materials are disposed of in the correct location

- Put solvents in the correct containers within the fume hood
- Never mix halogenated and non-halogenated solvents

- Take care with sharps, ensure they are disposed of in the 'sharps' container
- Never put broken glass in the general waste bin
- Never wash substances down the sink unless you have been instructed to do so

Emergency Action

Spillages

- Report spilt chemicals, breakages and escapes of dangerous substances immediately to the technician or demonstrator
- Do not attempt to clean up the materials unless told to do so

If you contaminate yourself – report to the technician or demonstrator immediately

- Unbroken skin – wash thoroughly
 - Minor wounds – encourage bleeding and obtain first aid
 - Eyes – use eye wash shower to flood eye. Do not rub
 - Mouth – wash out thoroughly
- Where the substance has been swallowed, drink a glass of water – do not induce vomiting

- Contaminated clothing – remove and shower if necessary
- Seek medical attention and ensure the incident is reported.**

Fire

- Shout "Fire" and operate the nearest red break glass point
- Ring (024765) 22222 *and / or on hearing the alarm*
- Leave by the nearest available exit
- Go to the designated assembly area
- Do not linger in doorways as this only impedes the fire brigade and endangers you and other people.
- Do not re-enter building until told to do so by Security
- Never assume it's a false alarm! If alarm sounds leave the building immediately

Occupational Health

If you have concerns about the impact of laboratory work on your health, report it to your supervisor who may refer you to the Occupational Health Service.

Further information on health and safety can be found University's website www2.warwick.ac.uk/services/healthsafetywellbeing and on the HSE website www.hse.gov.uk