

lechyd a Diogelwch – Health and Safety

LABORATORY SAFETY – GENERAL INFORMATION

This Information Sheet provides guidance with regards to the practical steps that should be taken to ensure your health and safety when visiting another laboratory or working in a laboratory.

Visiting another Laboratory

If you are just visiting a laboratory to meet with someone or find someone always:

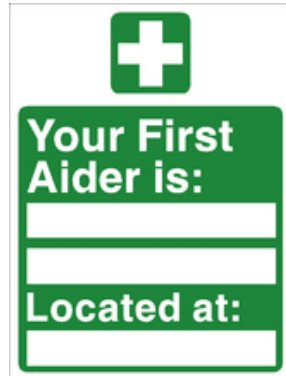
- Call first to make sure the person is there so you don't have an unnecessary trip, or make alternative arrangements so you don't have to enter the Laboratory at all.
- If this is not possible, before entering the Laboratory, read any notices displayed on the Laboratory door to ensure you understand any special requirements eg must wear a lab coat.
- If specific authorisation is required to enter the Laboratory **DO NOT ENTER**. Either obtain authorisation or call the person to make alternative arrangements.
- When inside the Laboratory, ask for the person or proceed directly to their work area. Do not touch anything, lean on any workbench etc.
- If you do accidentally knock anything over or damage something let someone know **immediately**. **DO NOT** attempt to clear up yourself as you may not know what the substance is, or what the vessel contained and how to clear it up safely.
- If you can't find anyone, leave the Laboratory and call Security on **2795** immediately.



Working in a Laboratory

As a member of staff / student working in a Laboratory you must always:

- Only work in laboratories you are authorised to. If specific authorisation is required **DO NOT ENTER** until you have the appropriate authorisation.
- Ensure you have received a Laboratory induction.



- Ensure you know and understand:
 - The local rules
 - The Emergency Procedures eg First Aid, Fire
 - The Out of Hours Working Procedures
 - The Risk / COSHH Assessment process
 - The names and numbers of people you should contact if you have a problem / query

- Read and follow any notices displayed on the door before entering the Laboratory.
- Always wear a Lab coat.
- Wear appropriate shoes eg no sandals and follow rules regarding shorts and skirts.



- If you have difficulties and no one is available to ask for help, call Security on 2795 / 333.

NEVER

- Undertake work without the appropriate authorisation and / or if required supervision.
- Undertake work without an appropriate Risk / COSHH Assessment.

**REMEMBER
IF IN DOUBT – ASK!**