

# Guide to Laboratory Use for Research in C&M Engineering

ALL users of C&M laboratories for research purposes MUST be familiar with the GENERAL guidelines detailed below. [PLEASE READ the section on the website regarding Safe Methods Of Use \(SMOU\).](#)

1. Overall Safety in the C&M department is overseen by the Safety Committee, under the Chairmanship of the HOD. The safety committee is responsible for ensuring that laboratories in the department comply with Health and Safety Regulations (Health & Safety in Employment Act, 1992, Hazardous Substances & New Organisms (HASNO) Act, 1996). The safety committee sees these as a MINIMUM standard and will set policies in accordance with, but not limited to, these regulations.
2. Every laboratory in the department has a management structure comprising a Lab Manager/Academic (LM) and a Person in Charge (PIC) .
3. The LM is an academic member of staff and in most cases the PIC is the technician in charge of the laboratory on a day-to-day basis.
4. All researchers, other than the department academics or technicians, must have a supervisor or host who is a department academic.
5. Carrying out research in ANY laboratory requires the authorisation of the Lab Manager and PIC.
6. LMs and PICs will NOT authorise laboratory use if they deem it to be unsafe. The LM/PIC can take any reasonable action to prevent what they deem to be unsafe practice. The onus is on the researcher/supervisor to show that an experiment/procedure IS safe, not on the LM/PIC to show that it is not.
7. ALL users of the laboratories in the C&M department (staff and students) have the right & responsibility to ensure safe practices are followed. Concerns relating to safety issues (perceived or real) should be raised immediately to other users and PIC/LM. Users can and should also bring any concerns relating to either their own use of the laboratory, or that of ANY other user (staff or student) to the attention of the LM/PIC and/or Safety Committee.