Purpose: This Safe Method of Use applies to principal investigators (PIs), sector managers, designated laboratory person (DLPs), technical staff and students who use laboratories within the University of Auckland.

A. Minor Spills

All laboratory personnel shall know the exact location of spill kits and know how to use them.

There should be at least one spill kit per floor.

In the event of a spill which can be contained and cleaned up with little risk to personnel

- Ensure immediate area is cleared.
- Call for assistance.
- If chemical is corrosive consider neutralising.
- Use disposable cleaning equipment or spill kit.
- Ensure cleaning up crew have PPE.
- Wipe spill toward centre.
- Use damp cloths to pick up broken glass.
- Report incident using University accident/incident form.

B. Leaks from Compressed Gas Bottles

Compressed Gas Cylinders of Highly Toxic and Corrosive gases that are attached to a regulator shall be handled inside a fume hood.

- These cylinders shall always be used with Cylinder Key to isolate the cylinder.
- In the event of a gas leak, it is highly probable that the regulator has failed. Therefore, isolate the cylinder immediately using the Cylinder Key.
- Where there are gas leaks outside a fume hood, the area will have to be evacuated immediately.
- Report incident using University accident/incident form
C. Major Spills/Gas Leaks

In the event of a major spill or gas leak involving toxic or flammable substance (where safety of lab personnel is at peril):

- Evacuate the immediate area immediately.
- If possible, contain any further spill (seal off container, drop absorbent material on spill) – but only when this can be undertaken safely and at no risk to lab personnel
- Call the Fire Service giving exact location of building, floor and room number and identity of chemical involved.
- Consider Building Evacuation.
- Report incident using University accident/incident form

D. Building Evacuation

In event that building shall be evacuated and the Emergency Services are called the following WILL apply without exception:

- Building Wardens will have Hazard Location Plans for the Emergency Services.
- Lab managers or Persons in Charge and any person who can provide relevant information SHALL be on hand to answer any questions asked by Emergency Services.