

Safe Method of Use 3

Laboratory Work Practices

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.

The following basic good laboratory practices **shall** be observed in all laboratories in the University of Auckland:

1. Food or drink for human consumption **shall not** be consumed or stored where hazardous substances are stored or used.
2. Protective clothing including laboratory coats **shall** be worn in any laboratory area or facility and **shall** be removed when leaving the laboratory or laboratory area.
3. Protective gloves of appropriate material **shall** be worn when handling chemicals (see SMOU for PPE for more details).
4. Safety glasses **shall** be worn at all times in laboratories, except in the following circumstances:
 - a) eye protection will significantly interfere with the intended task (an example might be microscopy) and a specific risk assessment has been completed; or
 - b) while in transit through the laboratory via the safest and most direct route and there is no imminent risk of eye injury in the immediate vicinity of the route.
5. Closed footwear **shall** be worn in all laboratories.
6. Hands **shall** be washed before leaving the laboratory.
7. A fume hood or fume cupboard or other means of ventilation, isolation or extraction (e.g. an isolating cabinet or a 'cytotoxics' cabinet) **shall** be used when working with toxic, volatile or odoriferous substances, or particulate/dusty matter, to ensure a safe working environment.
8. The Laboratory Manager or Person in Charge **shall** be informed of any equipment malfunction or suspected equipment malfunction.

9. All chemicals **shall** be purchased using SciQuest ERM purchasing process.

10. Newly received chemicals **shall** have their storage location updated in ERM by a Designated Laboratory Person within 1 week of receipt. 'Receipt' includes delivery by vendor and transfer from other organisations.

11. All hazard labels on surplus containers and packaging **shall** be defaced or rendered illegible before discarding.