



Safe Method Use 4 - Laboratory Management

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. Laboratory Management – for laboratories on a building floor where access control is at entrance to that floor

1. Where part of building has perimeter access control to prevent unauthorized access to chemicals at any time, then each room **shall** be supervised by:
 - (a) A Laboratory Manager,
 - (b) any other person nominated in writing by the Laboratory Manager to be in charge in his or her absence (Person in Charge).
2. To undertake the above supervisory role, the Laboratory Manager or Person in charge **shall** be readily available within 5 minutes.
3. The identity of the Laboratory Manager and Person(s) in Charge **shall** be displayed on a notice outside each laboratory or in a prominent place on each floor.
4. Only one person **shall** be in charge of the laboratory or part thereof at any one time. The order of seniority should be clear where more than one person is nominated and this shall be incorporated in the notice in (2) above.
5. Laboratory Managers **shall** be responsible for all hazardous substances and their use within individual rooms.

B. Laboratory Management – for laboratories where access control is at laboratory door

1. To prevent unauthorized access to chemicals at any time, then each room **shall** be locked when not supervised by:

- (a) A Laboratory Manager,
 - (b) any other person nominated in writing by the Laboratory Manager to be in charge in his or her absence (Person in Charge).
2. To undertake the above supervisory role, the Laboratory Manager or Person in charge **shall** be readily available within 5 minutes.
3. The identity of the Laboratory Manager and Person(s) in Charge **shall** be displayed on a notice outside each laboratory or in a prominent place on each floor.
4. Only one person **shall** be in charge of the laboratory or part thereof at any one time. The order of seniority should be clear where more than one person is nominated and this shall be incorporated in the notice in (2) above.
5. Laboratory Managers **shall** be responsible for all hazardous substances and their use within individual rooms.

C. Access to the Laboratory or HSNO Laboratory Facility

1. Visitors in the laboratory **shall** be under the supervision of a member of the laboratory when visitors are in an area where hazardous substances are held.
2. Cleaning and maintenance personnel as well as supply company representatives are authorised and may have entry to the laboratory for the purposes of their work only.
3. The Laboratory Manager **shall** ensure maintenance personnel and contractors are adequately instructed about the hazards present in the laboratory and **shall** ensure that hazardous substances in the immediate area of the maintenance work are removed prior to maintenance work commencing.
4. Children under the age of 16 years **shall** not be permitted where hazardous substances are used, unless on an arranged **and** supervised study or tour or during open days.

D. Duties of Laboratory Managers

1. The Laboratory Manager **shall** ensure that adequate access to information about the hazardous properties of any chemical is available. This includes access to MSDS database and Safe Methods of Use.
2. The Laboratory Manager **shall** ensure that adequate instruction with regard to Protective Equipment is provided to all laboratory personnel handling hazardous substances.
5. The Laboratory Managers **shall** ensure that all equipment used to handle, or that comes into contact with, a hazardous substance operates correctly, does not leak and is appropriately maintained. Laboratory personnel **will** report any failure to the Lab Manager.
6. The Laboratory Managers **shall** ensure that all hazardous substances (including waste) are stored correctly and are adequately segregated from incompatible compounds. The Laboratory Manager **shall** ensure that adequate instruction is given to laboratory personnel regarding correct storage and segregation of chemicals.
7. Laboratory Managers **shall** ensure an annual review and inspection of all containers (and closures) used for long-term storage of hazardous substances to ensure adequate containment and labeling. Any leaking containers or closures **shall** be disposed of immediately.

Particular attention *should* be paid to those containers holding mineral acid, phosphorus or sulfur halides and water reactive substances.

E. Duties of All Laboratory Personnel

1. All lab personnel **shall** comply with the requirements of the applicable Safe Methods of Use.
2. Any person introducing a chemical to the laboratory **shall** ensure that there is a Safe Method of Use for that Class of chemical and will inform the Laboratory Manager, in writing, prior to introducing the chemical, if a Safe Method of Use does not cover that chemical.
3. **All** laboratory personnel **shall** follow the requirements of the Safe Method of Use for Personnel Protective Equipment.
4. **All** laboratory personnel **shall** follow the requirements of the Safe Method of Use.

5. Every person who handles any hazardous substance **shall** ensure that the exposure is kept to the lowest practicable level. This can be achieved by the use of fume hoods and the use of appropriate gloves.
6. **All** laboratory personnel person **shall** ensure all hazardous substances (including waste) are stored correctly and are adequately segregated from incompatible compounds.
7. **All** laboratory personnel person **shall** ensure that all containers of hazardous substances are not cracked or leaking and that labels or markings can be easily read. Any containers that are cracked or leaking **shall** be disposed of immediately. Illegible labels **shall** be replaced immediately or the container disposed. Note: containers of most hazardous substances supplied by the manufacturer **should** provide adequate long-term storage of hazardous substances.

F. Purchase and Procurement of Chemicals

1. All chemicals **shall** be purchased from ERM registered vendors following approved ERM purchasing procedures.
2. All chemicals **shall** be delivered to University premises.
3. Newly received chemicals from vendors **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.
4. Chemicals that are transferred from another organisation (rather than purchased through ERM) **shall** be barcoded and entered into ERM as new containers with their location within a week of receipt.

G. Labeling of Containers

1. With the exception of reaction vessels (see below), all containers of chemicals **shall** have the following information:
 - the identity of the substance; and
 - the concentration, if applicable and
 - a brief warning of the hazardous properties (pictogram)
2. The contents of reaction vessels in use longer than 24 hours **shall** be identified by the concentration and identity of the chemical. An identification code that can be cross-reference to a laboratory book is acceptable.