



Safe Method of Use 7

Emergency Procedures

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 must 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 **must** be handled inside a fume hood.

- These cylinders must 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, they 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 area immediately.
- Only where there is no risk to personnel contain any further spill (seal off container, drop absorbent material on spill).
- Call the Fire Service giving exact location of building, floor and room number.
- Consider Building Evacuation.
- **Report** incident using University accident/incident form

D. Building Evacuation

In event that building must 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 **MUST** be on hand to answer any questions asked by Emergency Services.