

Safe Method of Use 2

Laboratory Work Practices

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

1. Food or drink for human consumption **must not** be consumed or stored where hazardous substances are handled.
 2. Protective clothing including laboratory coats **must** be worn in any laboratory area or facility **must** be removed when going from laboratory areas to the tearooms or office areas.
 3. Protective gloves of appropriate material **must** be worn when handling chemicals (see SMOU for PPE for more details).
 4. Safety glasses **must** be worn at all times in laboratories, except in the following circumstances:
 - a) no foreseeable eye hazards exist in the room space; or
 - b) eye protection will significantly interfere with the intended task (an example might be microscopy) and there is no imminent risk of eye injury in the immediate vicinity; or
 - c) 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.
- Note: Prescription glasses **do not** constitute safety glasses and provide no protection for splashes coming from the sides. Those wearing prescription lenses must wear safety glasses over the top of prescription lenses or have plastic side covers fitted to prescription lenses .
5. Closed footwear **must** be worn where hazardous substances are handled.
 6. Hands **must** be washed before leaving the laboratory room.
 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. All hazard labels on surplus containers and packaging **must** be defaced or rendered illegible before discarding.