



Safe Method of Use 2

Laboratory Work Practices

The following basic good laboratory practices **must** be observed:

- (a) Food intended for human consumption **shall** not be consumed or stored where hazardous substances are handled.
- (b) Food or drink for human consumption **shall** not be stored in a refrigerator used to store laboratory materials.
- (c) Appropriate protective clothing **shall** be worn when handling hazardous substances. A laboratory coat, overalls or similar protection is the minimum standard.
- (d) Protective clothing **should** only be worn in any area where hazardous substances are handled.
Note: Laboratory coats must be removed when going from laboratory areas to the tearooms or office areas
- (e) Safety glasses or face protection **shall** be worn whenever chemicals are handled and where there is a reasonable risk of eye injury or splash hazard (e.g. pouring, vortexing, opening tightly capped tubes, working with systems under pressure). Corrective glasses **do not** constitute safety glasses.
- (f) Non-slip footwear, appropriate to the risk, **shall** be worn where hazardous substances are handled. Footwear **should** prevent any part of the foot from contacting the floor during sudden or unusual movement. Thongs are not suitable.
Note: This will usually require footwear to be attached at the fore-foot and heel or substantially cover the foot (e.g. clogs)
- (g) Hands **shall** be washed after handling hazardous substances and before leaving the laboratory room.
- (h) Safety carriers or trolleys (for large containers) **shall** be used for transporting plastic or glass containers of hazardous substances with a capacity of 2 litres or more.
- (i) 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 highly toxic, volatile or odorous substances, or particulate/dusty matter, to ensure a safe working environment (see relevant Safe Method of Use).
- (j) Waste hazardous substances, containers and packaging **shall** be disposed of in an appropriate way.
- (k) All hazard labels on surplus containers and packaging **shall** be defaced or rendered illegible before discarding.