

Overall Safety Objectives

To have a zero harm workplace by establishing a culture of safety.

We will do this by improving and changing the workplace so that our Health and Safety teaching and practice:

- Meets and exceeds our own culture, policies and rules
- Meets or exceeds the health and safety standards required by the University of Auckland.
- Meets or exceeds the standards required by the HSNO exempt lab regulations.
- Meets or exceeds the health and safety requirements of our accrediting professional institutions (IChemE and IPENZ).
- Incorporates the suggestions made by our Industry Advisory Board.

Short Term Goals

1. To ensure compulsory PPE (lab coat and safety glasses) and additional appropriate PPE is worn in areas in laboratories and workshops where it is not marked as being safe (i.e. everywhere outside of the areas marked safe by a yellow line).
2. A HAZOP is to be completed for all experiments and modifications to existing experiments.
3. To have emergency shutdown procedures available for every piece of lab equipment. A summary of the key emergency shutdown procedures is to be displayed above or near every piece of major lab equipment.
4. All laboratories to have safe and properly labelled storage of chemicals (source bottles and working solutions/masses). Appropriate chemical storage cupboards for labs to be purchased and installed to allow the separation and storage of chemicals in the non-compatible chemical categories.
5. To maintain better housekeeping: All labs and corridors to be cleaned of general mess, cleared of obsolete and unusable equipment, have appropriate signage, storage and segregation of equipment.
6. To maintain the laboratory chemical inventory of all chemicals (incoming, in-use, stored and disposed). All chemicals (original or working container) to be labelled with name, date and contents.
7. Laboratory audits of each laboratory at least twice yearly to be conducted to ensure everyone who uses the C&M department workspace are working towards zero harm.
8. To keep an accurate accident and incident record: ALL accidents, near-misses, incidents and irregular occurrences to be reported to the C&M safety committee using "SAFETY FORM 9 – Incident report form."

Medium and Long Term Goals

1. To maintain regular C&M safety induction of all new users of the C&M department workspace (staff, graduate and post graduate researchers, external users).
2. To have available a safe operating manual for every piece of laboratory equipment, regardless of whether it has been bought 'off the shelf', made to measure by an external company, or made internally.
3. To maintain a lab clean up and sign-off procedure for leaving/finishing lab users. This to ensure that all labs/waste/equipment is dealt with in a safe and hygienic way.
4. Central chemical store(s) to be implemented. Bulk chemicals are to be stored here to minimise the working quantities available in the laboratories.