

## ENV STANDARD LABORATORY RULES

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*To use ENV labs you must complete the relevant safety induction and have submitted a signed a copy of the lab rules to the technician in charge*

### Use of ENV Labs

#### General Health & Safety

- Know the location of all emergency exits, fire alarms, first aid kits and phones.
- No food or drink in ANY labs!
- Smoking is prohibited on all University premises.
- Covered shoes are compulsory – no open toed footwear.
- Labcoats, safety glasses, gloves must be worn where deemed necessary.
- Hands must be washed before leaving the laboratory.
- No goofing around or throwing things in labs.
- Do not tamper with anything that appears to be in use or does not concern you.
- Advise staff of any faults, breakages, spills, incidents, or any potential hazards.
- The University and the School do not accept responsibility for lost or stolen items. Do not leave personal belongings or valuables unattended in the labs.
- Use of personal music equipment using headphones (such as iPods, etc) is not permitted in any ENV workshops or labs.

#### After hours

- The School laboratories are open 9am to 5pm Mon to Fri (excluding statutory or university holidays). Work beyond these hours is at the discretion of the technician in charge or Lab Manager depending upon the activity undertaken and potential risk.
- Formal approval to work after hours on an ongoing basis must be arranged in advance through the Technical Manager.

#### General Conduct

- Be considerate of other lab users and keep noise to a minimum.
- Keep your work area tidy and confined to your allocated workspace(s).
- Resources are shared. Do not monopolise equipment, workstations, or space.
- Advise staff of any shortage in supplies, paper, consumables, etc.

## Visitors

- All ENV laboratories are generally off-limits to those not present on valid University business.
- All visitors must report to the relevant ENV staff member before entering ENV laboratories.

## When finished for the day

- Clean up! Return any gear to its correct location, wipe down your work area and store all samples appropriately.
- If you are leaving work in progress on a lab bench you must label your work clearly with a completed **LABWORK IN PROGRESS** label (shown right).
- If you intend to leave processes running while absent from the lab please discuss first with relevant technical staff.
- Work left without a **LABWORK IN PROGRESS** label may be cleared away and stored in a holding area (Red Zone). Material left for more than 4 weeks in a Red Zone will be disposed of without warning.
- Ensure that all equipment that is no longer in use is turned off.
- Ensure that the labs are locked and the lights are turned off when not in use.



**LABWORK IN PROGRESS**  
PLEASE KEEP THIS LABEL WITH ANY LAB WORK IN PROGRESS OR IN STORAGE

THE UNIVERSITY OF AUCKLAND  
FACULTY OF SCIENCE  
School of Environment

NAME: \_\_\_\_\_

Date: / /      Expected finish date: / /

Description of Lab work being done: \_\_\_\_\_

Chemicals or hazardous substances/processes being used: \_\_\_\_\_

Email & phone number: \_\_\_\_\_

Project: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Lab roles are covered on the other side of this card

## When completely finished a project

- Return borrowed equipment.
- Clean all equipment, glassware, workspaces, and storage spaces.
- Dispose of all unwanted samples, paperwork, etc in the appropriate manner.
  - Sediment bin – for rocks and sediment ONLY – no plastic bags or containers
  - Paper waste bin – for clean paper and cardboard only
  - Aluminium bin – for used aluminium trays (please keep for reuse if clean)
  - Recycle bin – for recyclable glass and plastic (no lab glass!)
  - Used vibrocore tubes – please see technician
  - Liquid samples and chemical waste - please see technician
- Samples that are considered suitably important or valuable can be archived – see staff.

● **Hazardous Labs**

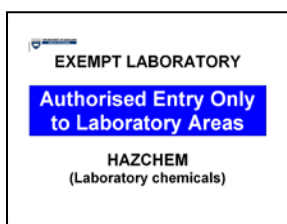
There are numerous laboratories in ENV which contain hazardous chemicals or equipment.

ANY room with a hazard sign is **OFF LIMITS** to all staff, students and visitors unless they have been given a formal **Induction** and have completed any required training.



Rooms with the orange HAZARD sign typically indicate laboratories containing hazardous equipment or facilities. The hazards are usually;

- Mechanical, and/or
- Electrical



Numerous labs in the School contain potentially hazardous chemicals or substances as designated by the HSNO sign. Many substances within these labs are highly flammable, reactive, toxic, or corrosive and require special training to be handled.



The Transitional Facility sign indicates rooms which contain materials which are under quarantine for BioSecurity reasons. No quarantine materials are to be handled or removed from these rooms without approval from the TF Operator. If you intend to import or handle risk goods or quarantined materials, you will need to receive special training separate to this induction. See the TF Operator for further details.

**Emergencies** 

If you notice an emergency situation (e.g., fire, smoking machinery, spill, unconscious person);

- ✓ exercise **EXTREME CARE** – **consider your own safety first!**
- ✓ As a rule, **DO NOT ENTER** the scene unless absolutely necessary.
- ✓ Notify staff and/or emergency services and Security **immediately** and follow their advice.

<b>DECLARATION</b>	
<ul style="list-style-type: none"> <li>• I have read and understand this document</li> <li>• I will work in accordance with these rules at all times</li> <li>• I understand that failure to keep to these rules may result in my expulsion from the lab</li> </ul>	
Name (in block capital letters) _____	
Signature _____	Date _____