



SCHOOL OF ENVIRONMENT SAFETY INDUCTION

Laboratories and Workshops



THE UNIVERSITY OF
AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

Welcome to the School of Environment

Our Goal

**Provide a safe and productive research environment,
while complying with policies and law.**



Legislation we must comply with

- Health and Safety in Employment Act
- Hazardous Substances and New Organisms Act
- Radiation Protection Act
- Biosecurity Act
- University Health and Safety Policies
 - <https://www.staff.auckland.ac.nz/en/human-resources/health-safety-and-wellbeing.html>
- School of Environment Health and Safety Policies
 - <http://www.env.auckland.ac.nz/en/about/our-school/health-safety-and-wellbeing/laboratories.html>

Who's who @ the University

The University

- University Health & Wellness Manager – Robert Powell
- Hazards and Containment Manager – David Jenkins

ENV Facilities

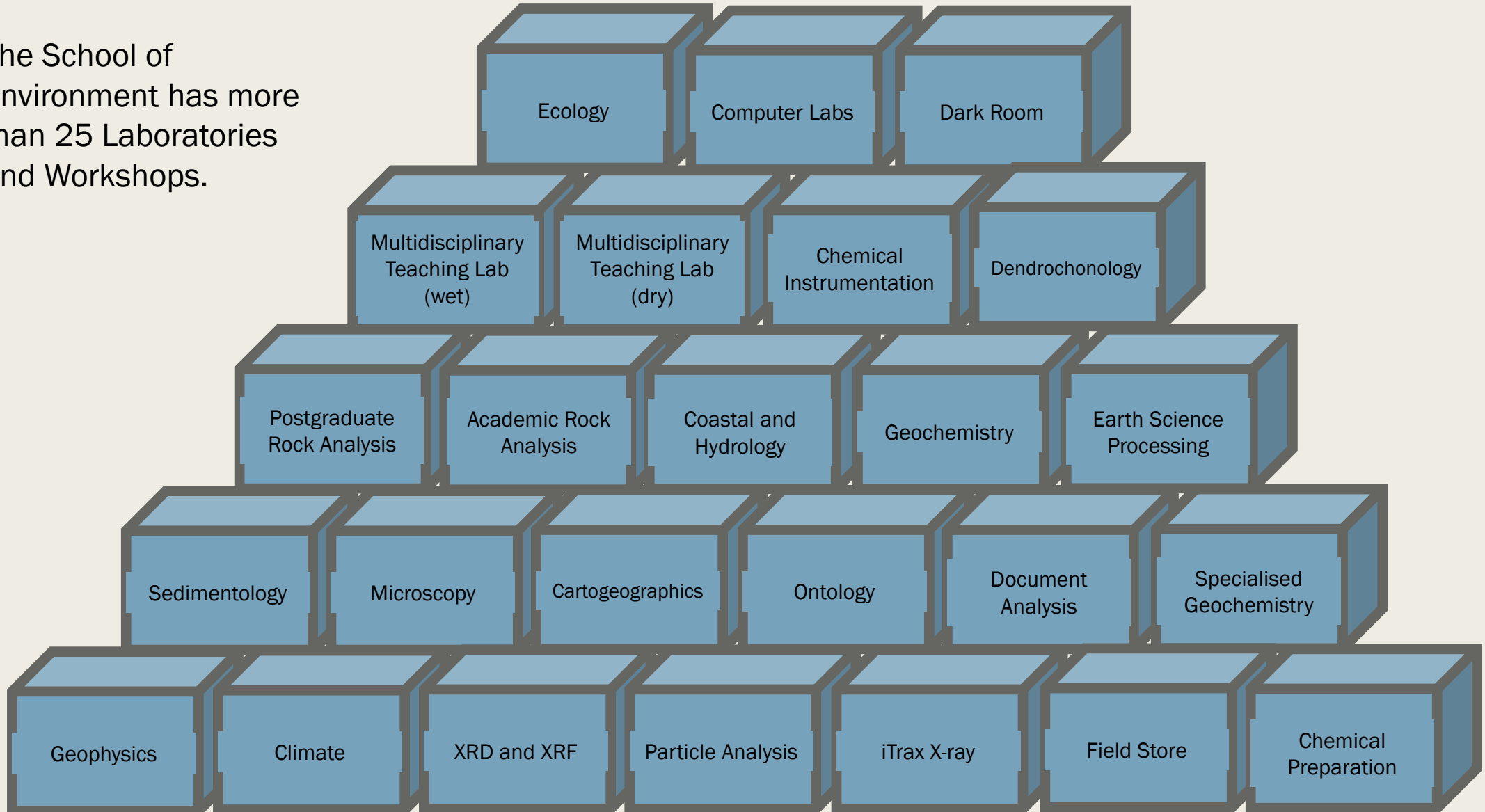
- Head of School – Paul Kench
- Technical Manager – Blair Sowman
- Laboratory Technical Staff – Ilyas, Andres , Neville, Louise, Brendan, Dave, Colin, and Natalia.
- ENV Health & Safety Officer – Blair Sowman
- Transitional Facility Operators – Blair Sowman, Natalia Abrego
- ENV Health & safety Committee – Blair Sowman, Andres Arcila, Paul Kench, Jon Tunncliffe

Lab Users

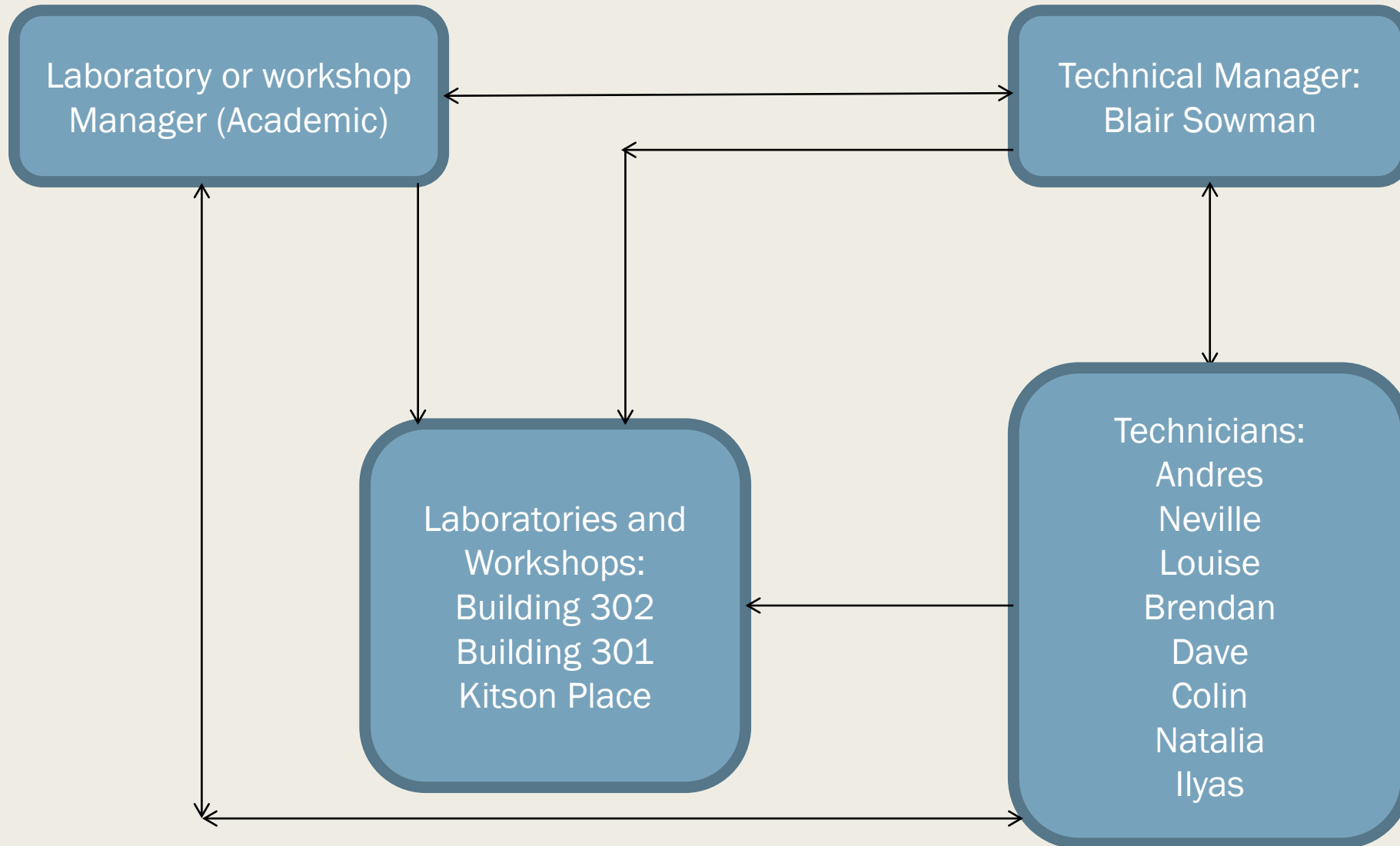
- Academic staff
- Students
- Supervisors
- Visitors and clients

Laboratories, workshops and services

The School of Environment has more than 25 Laboratories and Workshops.



Laboratory and workshop Structure



Lab	Room	Hazard HSNO = HSNO rated lab TF = Transitional Facility EQ = contains hazardous equipment	Hazard Rating	Technician Charge	in	Academic(s) in Charge	Induction process
Building 302							
Teaching Laboratory – Dry	302.130	EQ	Low	Andres Hudson	Arcila, Neville	Barry O’Connor	General
Teaching Laboratory - Wet	302.140	EQ	Low	Andres Hudson	Arcila, Neville	Barry O’Connor	General
Sedimentology	302.420	EQ	Low	David Wackrow		Paul Augustinus	General
Dendrochronology	302.450	EQ	Med	Colin Yong		Gretel Boswijk	General
Ecology	302.456	HSNO, EQ	Med	Brendan Hall		Kevin Simon	General
Coastal and Hydrology	302.460	EQ	Low	Brendan Hall		Paul Kench	General
Climate	302.485	EQ	Low	Colin Yong		Jennifer Eccles	General
Geophysics	302.489	EQ	Low	Colin Yong		Jennifer Eccles	General
Particle Analysis	302.491	EQ	Low	David Wackrow		Paul Augustinus	General
Environmental Chemistry	302.730 A, B, C, D,	HSNO, EQ	Med	Natalia Abrego		Luitgard Schwendenmann, Kevin Simon,	General and Laboratory
Transitional Facility	302.790	HSNO, EQ, TF	Med	Blair Sowman			General, Laboratory and TF
Building 301							
Earth Science Processing	301.039	EQ	Med to High	Andres Arcila		Phil Shane	General and Workshop
iTRAx	301.053	EQ	Med to High	Ilyas Qasim		Phil Shane	General, Laboratory and x-ray
X-ray Preparation	301.414	EQ	Med to High	Ilyas Qasim		Phil Shane	General, Laboratory and x-ray
X-ray Fluorescence (XRF)	301.415	EQ	Med to High	Ilyas Qasim		Phil Shane	General, Laboratory and x-ray
X-ray Diffraction (XRD)	301.416	EQ	Med to High	Ilyas Qasim		Phil Shane	General, Laboratory and x-ray
Postgraduate Rock Analysis Room	301.511	EQ	Low	Neville Hudson		Julie Rowland	General
Academic Rock Analysis Room	301.525	EQ	Low	Neville Hudson		Julie Rowland	General
Microscopy	301.533	EQ	Low	Andres Arcila		Phil Shane	General
Specialised Geochemistry Preparation (HF)	301.535	HSNO, TF, EQ	Med to High	Natalia Abrego		Michael Rowe	General, Laboratory and HF
Microscopy (Cryogenic and Gas)	301.536	HSNO	Low to Med	Andres Arcila		Phil Shane	Cryogenic safety
Geochemistry Preparation	301.539	HSNO, TF, EQ	Med to High	Natalia Abrego		Michael Rowe	General and Laboratory

How to gain access to the laboratories and Workshops

- Everyone who wishes to access School of Environment Laboratories, must attend a General Safety Induction to gain their access.
 - *Remember to sign the List today*
- For those interested in work in the chemical labs, HF lab, ESP labs and X-Ray Labs, they must also:
 - *Complete a specialised safety induction, pass an online test, complete the Hazard Management Plan for your project and have specialized analytical training.*
 - *Please sign the list today if you want to be enrolled for a specialised safety induction (Chemical, HF, ESP or X-ray).*

Laboratory Work Practices

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

- Food or drink for human consumption must not be consumed in any laboratory or workshop, or kept where hazardous substances are stored or used (i.e. refrigerators).
- Protective clothing including laboratory coats and safety glasses must be worn in laboratories and workshops that require them, and must be removed when going from laboratory areas to the tearooms or office areas.
- Protective gloves of appropriate material must be worn when handling chemicals (see SMOU PPE for more details).

- Closed footwear and pants must be worn where hazardous substances or equipment is stored or used.
- Hands must be washed before leaving laboratories.
- A fume hood, 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.
- All hazard labels on surplus containers and packaging must be defaced or rendered illegible before discarding.

- Know the location of all emergency exits, fire alarms, first aid kits and phones.
- Smoking is prohibited on all University premises.
- 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.
- Respect all other lab users, staff and students
- Respect decisions made by the technician in charge and lab managers, follow instructions when given

Stick to the rules

You are expected to work within all the provided guidelines and maintain a safe working environment.

Minor infringements will work on a three-strike rule.

Three strikes will result in temporary expulsion from the lab and a follow up discussion with Lab Managers and supervisors. You may then be required to attend relevant induction sessions again.

Major infringements will result in immediate expulsion from the lab.

Expulsion from the lab will usually be temporary depending upon the nature of the infringement. A discussion with Lab Managers and supervisors will follow. Severe and intentional misconduct will be dealt with as a disciplinary matter.

We will be enforcing the rules as rigorously as possible to keep you and other lab users safe.

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 (Green Cards).
- 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 . Material left for more than 4 weeks 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 when you exit them.



SCIENCE
SCHOOL OF ENVIRONMENT

LABWORK IN PROGRESS

PLEASE KEEP THIS CARD WITH ANY LAB WORK IN PROGRESS OR IN STORAGE

NAME: _____

Date: D M Y
 / /

End date of this work D M Y
 / /

Description of Lab work being done:

Chemicals or hazardous substances/processes being used

Email & phone number: _____

Project: _____

Supervisor: _____

When completely finished a project

- Return all borrowed equipment to the correct location.
- Clean all equipment, glassware, workspaces, and storage spaces.
- Dispose of all unwanted samples, paperwork, etc. in the appropriate manner.
 - *o Sediment bin – for rocks and sediment ONLY – no plastic bags or containers*
 - *o Paper waste bin – for clean paper and cardboard only*
 - *o Aluminium bin – for used aluminium trays (please keep for reuse if clean)*
 - *o Recycle bin – for recyclable glass and plastic (no lab glass!)*
 - *o 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.

Reporting Accidents and Incidents

- All accidents and incidents must be reported to the technician in charge or the laboratory manager **as soon as possible**.
- All accidents and near misses must be reported to University Health and Safety Office on the prescribed University Accident/Incident form. This should be directed through your supervisor and the Technical Manager
- Accidents involving splashes to the eye may require reporting to Worksafe. These accidents must be reported as soon as possible to the School Health and Safety Officer.
- The Laboratory Manager and any person with information relevant to the emergency must make themselves available to Emergency Services.

After hours

- The School laboratories are open from 7:30 am to 6:00pm 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.
- There are notes on the doors stating the days/hours that technicians will be around for assistance.
- Formal approval to work after hours on an ongoing basis must be arranged in advance through the Technical Manager. After hours access is generally not allowed for laboratories that are high risk (gases, chemicals, machinery).

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 monopolize equipment, workstations, or space.
- Advise staff of any shortage in supplies, paper, consumables, reagents, etc.
- Be respectful with other lab users and Staff in charge.

Visitors and undergraduate students

- All ENV laboratories and workshops 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 and workshops.
- Undergraduate students must be accompanied by a lab manager or technician while they are in a laboratory or workshop.

Emergency Procedures

For:

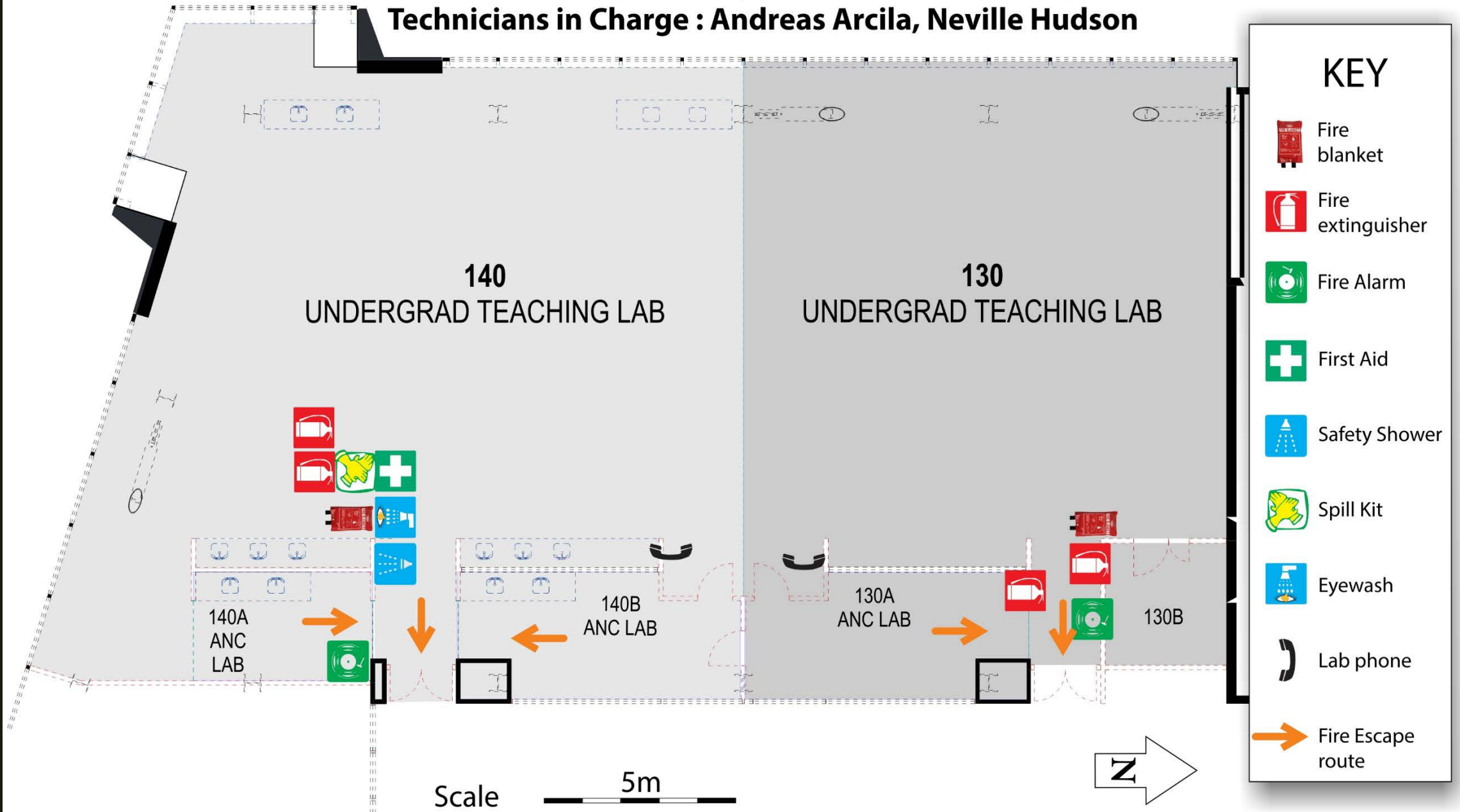
- Life threatening or urgent emergency assistance
- Fire
- Gas Leak
- Bomb threat
- Hazardous substance spillage
- Medical emergency

You must:

1. Clear the area. Be safe
2. Notify personal in charge.
3. Call 1-111 for help

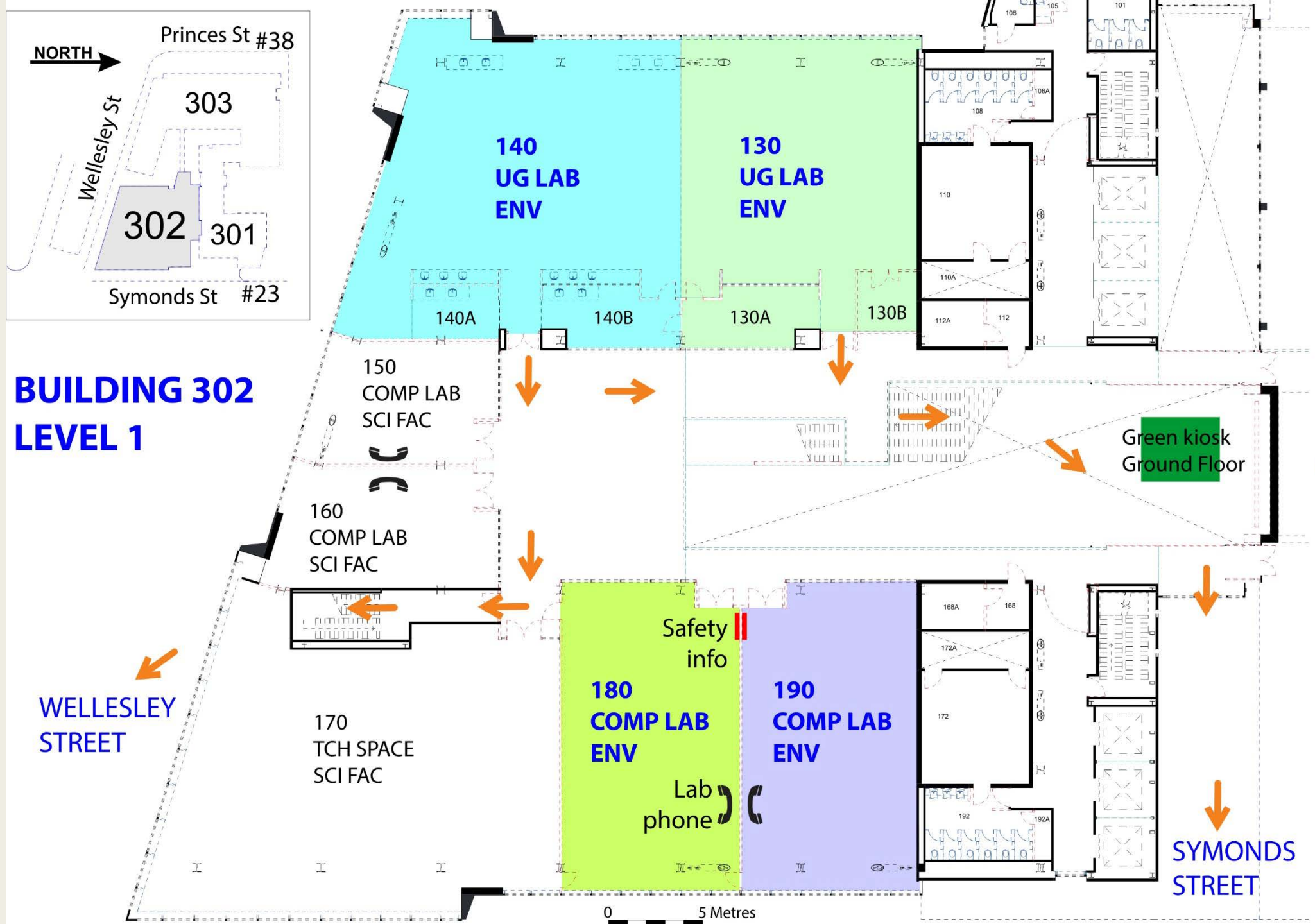
302.130 Teaching Lab (Dry) and 302.140 Teaching Lab (Wet)

Technicians in Charge : Andreas Arcila, Neville Hudson



KEY

- Fire blanket
- Fire extinguisher
- Fire Alarm
- First Aid
- Safety Shower
- Spill Kit
- Eyewash
- Lab phone
- Fire Escape route



WHERE TO FROM HERE

1. Complete required inductions
2. Complete online assessments
3. Complete your lab folder, including supervisors signature
4. Get your lab folder signed by the Technical Manager
5. Get keys/access
6. Undertake specialised training
7. Start working
8. Complete an annual refresher (online) one year from today (or before)