



## Safe Method Use 1 - Laboratory Management

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### A. Laboratory Management – for a building or part of a building

1. Where a building or part of building has perimeter access control to prevent unauthorized access at any time, it may be designated a HSNO Laboratory Facility. A HSNO Laboratory Facility may be treated a single laboratory for the purposes of access control (ie individual rooms inside the facility do not have to be locked when the Laboratory Manager or person in charge is absent).
2. The HSNO Laboratory Facility is managed by the HSNO Laboratory Facility Director who must ensure that the HSNO Laboratory Facility is supervised at all times by the Director or person(s) delegated to be in charge
3. Laboratory Managers **will** still be responsible for all hazardous substances within individual rooms or areas inside the Facility

### B. Laboratory Management – for rooms in a building or part of a building that does not have access control

1. Where a building or part of building has perimeter access control to prevent unauthorized access to chemicals at any time, then each room must be supervised.
2. To prevent unauthorized access to chemicals, laboratory rooms that are not part of a HSNO Laboratory Facility **shall** be locked when not supervised by:
  - (a) A Laboratory Manager,
  - (b) any other person nominated in writing by the Laboratory Manager to be in charge in his or her absence.
3. Only one person **shall** be in charge of the laboratory or part thereof at any one time. The order of seniority should be clear where more than one person is nominated and this shall be in writing.
4. Laboratory Managers **will** still be responsible for all hazardous substances within individual rooms.

### C. Access to the Laboratory or HSNO Laboratory Facility

1. Unauthorised persons (such as visitors) in the laboratory **must** be under the supervision of an authorised person when in an area where hazardous substances are held.
2. Authorised persons include cleaning and maintenance personnel as well as supply company representatives.
3. Children under the age of 16 years **shall** not be permitted where hazardous substances are used, unless on an arranged **and** supervised study or tour or during open days.

### Duties of Laboratory Managers

1. The Laboratory Manager **will** ensure that adequate access to information about the hazardous properties of any chemical is available. This includes access to MSDS database and Safe Methods of Use.
2. The Laboratory Manager **will** ensure that adequate instruction with regard to Protective Equipment is provided to all laboratory personnel handling hazardous substances.
4. Laboratory Managers **shall** ensure that all equipment used to handle, or that comes into contact with, a hazardous substance operates correctly, does not leak and is appropriately maintained. Laboratory personnel **will** report any failure to the Lab Manager.
5. Laboratory Managers **will** ensure an annual review and inspection of all containers (and closures) used for long-term storage of hazardous substances to ensure adequate containment and labeling. Any leaking containers or closures **will** be disposed of immediately.

Particular attention *should* be paid to those containers holding mineral acid, phosphorus or sulfur halides and water reactive substances.

### Duties of All Laboratory Personnel

1. All lab personnel **shall** comply with the requirements of the Exempt Lab Code of Practice and Safe Methods of Use.
2. Any person introducing a chemical to the laboratory **shall** ensure that there is a Safe Method of Use for that Class of chemical and will inform the Laboratory Manager, in writing, prior to introducing the chemical, if a Safe Method of Use does not cover that chemical.

3. **All** laboratory personnel **shall** follow the requirements of the Safe Method of Use.
4. Every person who handles any hazardous substance **shall** ensure that the exposure is kept to the lowest practicable level. This can be achieved by the use of fume hoods and the use of appropriate gloves.
5. Every person **shall** ensure that all containers of hazardous substances are not cracked or leaking and that labels or markings can be easily read. Any containers that are cracked, leaking or labels are illegible **should** be disposed of immediately. Note: containers of most hazardous substances supplied by the manufacturer **should** provide adequate long-term storage of hazardous substances.

### **Labeling of Containers**

1. With the exception of working containers and reaction vessels (see below), all containers of chemicals **shall** have the following information:
  - the identity of the substance; and
  - the concentration, if applicable and
  - a brief warning of the hazardous properties (pictogram)
2. The contents of working containers **shall** be identified by the concentration and identity of the chemical.
3. The contents of reaction vessels in use longer than 24 hours **shall** be identified by the concentration and identity of the chemical. An identification code that can be cross-reference to a laboratory book is acceptable.