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

1. Food or drink for human consumption must not be consumed or stored where hazardous substances are stored or used.

2. Protective clothing including laboratory coats must be worn in any laboratory area or facility must be removed when going from laboratory areas to the tearooms or office areas.

3. Protective gloves of appropriate material must be worn when handling chemicals (see SMOU for PPE for more details).

4. Safety glasses must be worn at all times in laboratories, except in the following circumstances:
   a) no foreseeable eye hazards exist in the room space; or
   b) eye protection will significantly interfere with the intended task (an example might be microscopy) and there is no imminent risk of eye injury in the immediate vicinity; or
   c) while in transit through the laboratory via the safest and most direct route and there is no imminent risk of eye injury in the immediate vicinity of the route.

Note: Prescription glasses do not constitute safety glasses and provide no protection for splashes coming from the sides. Those wearing prescription lenses must wear safety glasses over the top of prescription lenses or have plastic side covers fitted to prescription lenses.

5. Closed footwear must be worn where hazardous substances are store or used.

6. Hands must be washed before leaving the laboratory room.

7. 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 toxic, volatile or odoriferous substances, or particulate/dusty matter, to ensure a safe working environment.

8. All hazard labels on surplus containers and packaging must be defaced or rendered illegible before discarding.