



Information Sheet

IMPLEMENTATION

3.20 BASIC LABORATORY AND WORKSHOP SAFETY

This list is to be used for basic laboratory/workshop guidance.

Each Manager/Supervisor is responsible for providing further explanation during the School/Branch/Area local induction. The content of your induction will vary depending on the hazards in the area and your role.

The following information is provided as a prompt/reminder

3.20.1 Preparedness

Before undertaking a hazardous process or using laboratory or workshop equipment:

- Instruction/training is required and will be provided by a competent person. This may include the use of any essential safety equipment including spill kits, emergency eyewash/shower and who to contact in an emergency situation (e.g. Security, Emergency Services).
- Risk assessments are required. This will involve a review of any existing Risk Assessments and Safe Operating Procedures, or if not already documented, an assessment of the associated hazards and the implementation of appropriate control measures. [Refer to your Manager/Supervisor or refer to <http://www.adelaide.edu.au/hr/ohs/handbook/hazard/> for further information on how to conduct a risk assessment].
- Gain approval if you are working alone or unsupervised (unless authorised to do so).

3.20.2 Dress/Clothing

- Wear sturdy closed in footwear at all times. Bare feet, thongs, opened heeled shoes and sandals are not allowed.
- Secure any loose clothing (e.g. remove any hanging items such as jewellery, lanyards and ties where they may become entangled or pose a hazard).
- Tie back long hair.
- Wear personal protective equipment in accordance with the information provided, the Safe Operating Procedure and any rules of the area.

3.20.3 Housekeeping and Hygiene

If working in or visiting any Laboratories and Workshops, please keep in mind that general housekeeping and hygiene practices are necessary, including:

- to keep aisle and exits free from obstructions;
- to keep floors tidy and dry;
- to clear up spillages immediately and keep benches clean and free from contaminants (e.g. chemicals), sharps and apparatus that are not being used;
- to keep the interior of fume cupboards and nearby areas clean and clear.
- to keep access to all emergency equipment e.g. fire extinguishers, first aid kits, chemical spill kits, emergency shower and eye washes free from obstruction.
- to cover all open wounds;
- to remove your gloves before touching door handles or light switches;
- to clean work areas and equipment thoroughly after use; and
- to wash your hands after completion of all work and on leaving the laboratory.

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Authorised by	Manager, Health Safety and Wellbeing	Review Date:	30 August 2013	Page 1 of 2
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IMPLEMENTATION

3.20 BASIC LABORATORY AND WORKSHOP SAFETY (Continued)

3.20.4 Food and Drink

- It is not appropriate to eat, drink or apply cosmetics in the laboratories, except where food and drink is a part of research and teaching; and
- Food and/or drink must not be stored in the laboratory unless specifically labelled "not for human consumption".

3.20.5 General Safety

- Access to labs and workshops must be restricted to authorised personnel.
- Personal effects should be stored away from work areas.
- Do not dispose of hazardous materials down the drain or in general waste. They are to be disposed of in accordance with MSDS, University requirements or specific school laboratory rules.
- Do not pipette by mouth, sniff or taste chemicals.
- Do not exceed fume cupboard limits of liquids. (e.g. 2.5 litres for dangerous goods class 3).
- Do not turn off all equipment in use (if appropriate) and extinguish any open flames etc, once the experiment is completed.
- Lock the door when leaving the area unattended.

3.20.6 Further information

[HSW Handbook](#), Hazard Management, Personal Protective Equipment, Emergency Management, Electrical, Plant, Chemical, Radiation and Biological sections within this handbook.

Australian Standards

AS/NZS 2243.1 (2005)	Safety in laboratories – Planning and operational aspects
AS/NZS 2243.10 (2004)	Safety in laboratories – Storage of chemicals
AS/NZS 2243.2 (2006)	Safety in laboratories – Chemical aspects
AS/NZS 2243.3 (2002)	Safety in laboratories – Microbiological aspects and containment facilities
AS/NZS 2243.4 (1998)	Safety in laboratories – Ionizing radiations
AS/NZS 2243.5 (2004)	Safety in laboratories – Non-ionizing radiations – Electromagnetic, sound & ultrasound
AS/NZS 2243.6 (2010)	Safety in laboratories – Plant and equipment aspects
AS/NZS 2243.7 (1991)	Safety in laboratories – Electrical aspects
AS/NZS 2243.8 (2006)	Safety in laboratories – Fume cupboards
AS/NZS 2243.9 (2009)	Safety in laboratories – Recirculating fume cabinets
AS 4125.1 (2009)	Sound laboratory practice in food and water microbiology laboratories – Premises, safety, sample management, regulatory compliance and record management.
AS 4775 (2007)	Emergency eye-wash and shower equipment
AS 61010.031 (2004)	Safety requirements for electrical equipment for measurement, control and laboratory use – Safety requirements for hand-held probe assemblies for electrical measurement and test (IEC 61010-031:2002 MOD)
AS 61010.2.032 (2004)	Safety requirements for electrical equipment for measurement, control and laboratory use – Particular requirements for hand-held and hand-manipulated current sensors for electrical test measurement.
DR 07335	Safety in laboratories – part 3 – Microbiological aspects and containment facilities.

Should you are unable to access any of the abovementioned standards or further information, please contact the [HSW Team](#).

HSW Handbook	Laboratory and Workshop Safety	Effective Date:	30 August 2010	Version 1.1
Authorised by	Manager, Health Safety and Wellbeing	Review Date:	30 August 2013	Page 2 of 2
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