



LABORATORY MANAGEMENT

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CONTENT

- Responsibilities.
- Purpose.
- Housekeeping.
- Handling Chemical Substances.
- Some Chemical Hazards.

1. RESPONSIBILITIES

- It is the responsibility of the Faculty through its nominated officers, to ensure that:

1) Sufficient information has been given.

2) Sufficient training and supervision is given.

3) Appropriate emergency procedures have been prepared.

1. RESPONSIBILITIES

- A number of activities may require risk assessment under the COSHH (Control of Substances Hazardous to Health) Regulations.
- It is the responsibility of the Faculty, through its nominated officers, to ensure that risk assessments are carried out by sufficiently trained and supervised individuals.

2. PURPOSE

- The protection of people against the hazards of substances encountered at work.
- Achieved by appropriate means of hazard control.
- The risk to health and safety depends very much on the appropriateness and effectiveness of the arrangements and practice of the persons at work.
- Good and appropriate facilities can be almost valueless if improperly used.

2. PURPOSE

1. The laboratory must be managed so as to control the risks. Safety policy of the faculty should be adopted.
2. The standard instructions and procedures for cleaning must be fully implemented.
3. The chemical disposal procedures should be followed. The laboratory authority should carry out a checkout and clearance of redundant chemicals not less frequently than 3 years.

3. HOUSEKEEPING

1. The laboratory should be easy to clean.
2. The laboratory should be well ventilated.
3. Bench tops and laboratory equipment must be cleaned as soon as practicable after use.
4. The appropriate equipment must be available for prompt clean-up and decontamination after spills.
5. All accidents must be reported using the University Accident Report book.
6. Flames and compressed gas supplies should be shut off when not in use.

3. HOUSEKEEPING

7. Containers must be properly labelled.
8. Chemicals not in use should be returned promptly to their correct storage enclosures.
9. Smoking, eating, drinking and the application of cosmetics should be prohibited.
10. Highly flammable should be used with utmost care.
11. Clear and brief procedure for experiments to be labeled for each device or equipment

HANDLING CHEMICAL SUBSTANCES

Some Routine Chemical Hazards