

Laboratory Safety Handbook

Version 3

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1.0 INTRODUCTION

Safety within EIT is important to ensure the health and well-being of all our staff and students. There is legislation and regulations from the Commonwealth and States relating to laboratory safety. This document details specific requirements for using the EIT laboratories and workshops at the Bentley (rooms 201 and 401) and Melbourne campuses.

If at any time a staff member or a student feels that the work activity they are undertaking or being requested to undertake is unsafe, or they are unclear about what they are required to do, they are entitled to refuse to undertake the activity until it is made safe or they are 100% clear about the requested activity.

2.0 CONTACT NUMBERS

2.1. Emergency Contact Numbers

For life threatening emergencies contact Emergency Services by dialing 000

For emergency assistance at **Canning College** Phone Security on **08 9264 4771**

For emergency assistance at **Melbourne Campus** Phone **0406 460 905**

2.2. Staff Contact Numbers

Please contact EIT staff for all laboratory enquiries and concerns.

Name	Position	Contact Number
Harisinh Parmar	Laboratory Manager	0404 275 351
Jason Gabriel	Higher Education Manager	0417 095 291
Rolf Baum	Campus Manager	0406 460 905

3.0 LABORATORY OPERATING HOURS

Normal operating hours of the laboratories are **8am – 4pm, Monday to Friday**. Work outside of these hours is not permitted.

IMPORTANT NOTE

Users are not permitted to work alone

Minimum PPE must be worn at all times

3.1 Laboratory Booking System

Booking the laboratory or specific equipment can be done by following the links on the Student Homepage on Moodle or by contacting Student Services. Users must:

- Arrive within 15 minutes of their booking or their booking will be cancelled, and
- Contact Technical staff or Student Services if unable to attend the booking.

All communication will be followed up by email, so that both parties have a record. If users require supervision, training, help setting up equipment or need to discuss documents, they will need to make an appointment with the Lab Coordinator. Relevant staff can be contacted by phone or email below.

- Phone: 1300 138 522
- Email: Technical staff (harisinh.parmar@eit.edu.au) **OR** Student Services Officer (Student.services@eit.edu.au).

3.2 Pack-Up Time

Between 3:45pm – 4pm, all users must clean up their work area in preparation to leave the lab at 4pm.

4.0 RESPONSIBILITIES

All staff, students and visitors of the college and its facilities are to:

- Adhere to the safety regulations and EIT policies outlined in this document.
- Complete the safety induction form and have read this document, prior to accessing the facilities.
- Familiarise themselves with the location and operation of safety devices (fire extinguishers, first aid equipment and emergency exits) within the area in which they work, and
- Alert EIT staff to any safety issues/concerns within the facilities.

5.0 SAFE LABORATORY AND WORKSHOP CONDUCT

- Laboratory and workshop classes must be run by staff who are competent in laboratory practices and occupational health and safety matters.
- Students must be instructed in safe practices and must have completed induction training.
- All students are given basic First Aid training by the Laboratory Manager or his/her nominee.
- Students must always act responsibly. Inappropriate behaviour, running, unauthorized experiments etc are strictly forbidden.
- Students must comply with safety instructions and not place other students or persons at risk.
- Appropriate clothing and footwear must be worn at all times, including PPE Minimum Requirements, which are identified in the following section.
- No food or drink (including chewing gum) is to be handled or consumed in a laboratory.
- No flammable liquids or gases (incl. matches / firelighters / cigarettes / vapes) are to be brought into

the lab area.

- All emergency exits and corridors must be kept free from obstructions.
- Emergency equipment must be provided by EIT.
- Users must be aware of all hazards of the operation they are undertaking and the safety precautions adopted required.
- Users must report all accidents, no matter how minor, to the technical staff and your supervisor. If they are unavailable, please notify Student Services or any EIT staff member.
- All safety equipment must not be obstructed and must remain accessible at all times.
- Keep safety information and emergency procedures related to your laboratory work prominently displayed at all times in each laboratory.
- Accidents or incidents must be reported using the form provided.

5.1 PPE Minimum Requirements

The minimum Personal Protective Equipment (PPE) and clothing requirements to enter a laboratory are:

- Fully enclosed footwear (covering the foot completely and having no holes).
- Full length trousers or a full-length skirt.
- Long hair should be tied back.
- Jewellery and clothing must not get in the way of one's work.
- Safety glasses or safety over-glasses are required over prescription glasses.
- Personnel wearing contact lenses must inform the technical staff as special precautions may be required.

6.0 GENERAL SAFETY

6.1 Signage

Observe all danger and information signs before attempting to enter a lab. These signs are erected for your safety and the safety of others. Particular examples include signs that read "NO ENTRY" or "DANGER".

6.2 Fire Extinguishers

In an emergency do not use a fire extinguisher unless you are trained and confident in its use. In the event of a fire follow the protocols laid out in the Evacuation and Emergency Procedures.

6.3 First Aid Kit

Each Laboratory has a First Aid Kit near the primary exit. If you use an item from the kit you must inform Technical staff, so that that item can be replaced.

6.4 Electrical Safety

All electrical equipment and appliances must be tested and tagged before use. Do not use any piece of equipment if:

- It has no tag
- It has an out of date tag
- It is damaged
- It is faulty

Return the equipment to Technical staff to arrange testing and tagging. When power boards and extension cords are required they must:

- Not be used to power another power board.
- Be individually switched.

6.5 Incident Reporting

Health and Safety is managed by incident reporting via an online (Incident Report Form) system accessed in the event of any accident, property damage or exposed hazard. It is your 'Duty of Care' to report it via the prescribed EIT H&S system. 'Near misses' should also be reported via this system.

6.6 Disciplinary Measures

Any users not complying with laboratory safety procedures will receive a formal warning; their supervisor will also be notified of this warning. If the user is again found to be breaching laboratory safety, they will be suspended from the laboratory until they have a mandatory meeting with their Supervisor and the Lab Coordinator to explain their actions.

If there are any further breaches after this meeting, this will result in escalated penalties up to and including exclusion from the laboratory and workshops permanently.

6.7 Equipment Training and Analytical Instrument Use

All users of the laboratory must be trained on usage of the equipment they need, if required. Users are not permitted to use equipment that requires training, until they have been deemed competent by the Lab Coordinator.

Induction training must include:

- Emergency procedures for the laboratory, including potential hazards.
- Instruction on reporting accidents and incidents and where to locate forms
- Reporting any medical conditions, mental health, disabilities or other circumstances that could cause risks during the class.
- Detailing location of manuals (a physical or electronic version) relating to the particular lab or work being undertaken.
- Any specific procedures relating to the use of equipment.
- PPE requirements.
- General health and safety responsibilities and practices.

- Information on first aid.
- Awareness of EIT's suite of policies for emergencies, health and safety, and responsible conduct.

The Laboratory Induction Checklist form must be completed, signed and submitted prior to any equipment use in the laboratory. You must complete this form with the laboratory staff. You can access induction check list by clicking the link [Induction Check List](#).