



Laboratory Safety Handbook

V1 – 5 Nov 2021

INTRODUCTION

Safety within EIT is important to ensure the health and well-being of all our staff and students. Both State and Federal legislation dictate laboratory safety. This document also details specific requirements for using the EIT laboratories at the Bentley campus, in rooms 201 and 401.

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.
- Completed safety induction 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.
- Alert EIT staff to any safety issues/concerns within the facilities.

It must be recognised, that at any time a staff member or a student feels that the work activity they are undertaking or being requested to undertake is unsafe, they are entitled to refuse to do the activity until it is made safe.

Please contact EIT staff for all laboratory enquiries and concerns.

IMPORTANT CONTACT NUMBERS

Emergency Contact Numbers

For life threatening emergencies contact the Emergency Services

From a mobile or external phone 000

For all other assistance contact Canning College Security

From a mobile or external phone Canning College Security Number - 9264 4771

Staff Contact Numbers

Name	Position	Contact Number
Harisinh Parmar	Laboratory Manager	0404 275 351
Jason Gabriel	Higher Education Manager	0417 095 291

LABORATORY PROTOCOLS

Safe Laboratory Conduct

- Always act responsibly. Ill-disciplined behaviour, running, unauthorized experiments etc. are strictly forbidden.
- 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.
- All emergency exits and corridors must be kept free from obstructions.
- 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.

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 your work.
- Safety glasses or safety over-glasses over prescription glasses.
- Personnel wearing contact lenses must inform the technical staff as special precautions may be required.

LABORATORY PROCEDURES

After-Hours Access

The normal operating hours of the college laboratories are 8am – 4pm, Monday to Friday. Work outside of these hours are not permitted.

**Users are not permitted to work alone.
Minimum PPE must be worn at all times.
At the completion of your work you must pack up all equipment and clean up your work area.**

Pack-Up Time

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

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”.

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 .

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 the Technical staff.

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,
- If is faulty

Return the equipment to the 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.

Disciplinary Measures

Any users not complying with laboratory 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.

GENERAL LABORATORY OPERATIONS

Equipment Training and Analytical Instrument Use

All users of the laboratory must be trained on usage of the equipment (if needed) they require. Users are not permitted to use equipment that requires training, until they have been deemed competent by the lab coordinator.

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. If they are unable to attend their booking, they must contact Technical staff or Student Services.

Relevant staff can be contacted by phone or email below –

Phone – 1300 138 522

Email – Technical staff (harisinh.parmar@eit.edu.au), Student Services Officer (Student.services@eit.edu.au)

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 to discuss documents they will need to make an appointment with the lab coordinator.

Incident Reporting

EIT Health and Safety also manages 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.