Basic intro and safety in laboratories at UNIS

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EMERGENCY PHONE NUMBERS: AMBULANCE: 113 FIRE DEPT: 110 UNIS ON DUTY: 95283511

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1) Access to the labs

Anybody wishing to work in UNIS laboratories must complete UNIS's compulsory safety training. You need a key to access the labs at UNIS. UNIS reception can grant you a key after you have completed the following;

- You must read and understand this document and any documents referred to in section 8 which are relevant for the work you will be doing.
- You must be shown the work environment and be given a briefing by the lab leader or a technician (section 2 of this document).
- You must fill out the form 'HSE documentation for labwork at UNIS' which can be found on the wall to the right of the reception, outside the teaching lab, or on the UNIS web page under 'resources' and 'lab services'.

2) Pre-work safety brief with lab leader / technician

This will include the following;

- Tour of the lab facilities that you will be using.
- Discussion on the potential hazards in your specific laboratory and risk assessments for your experiments (if necessary).
- Step by step review of relevant duties/exercises/experiments.
- Location of available first aid equipment.
- Information on fire safety and evacuation routines.
- Hazardous waste disposal procedures (if relevant).

3) General safety and work routines

- Food and drink is not permitted in any lab. Yes, this includes your morning coffee!
- Closed-toe shoes must be worn in the lab. Sandals / crocs do not provide enough protection.
- Risk assessments need to be carried out for all experiments where there is potential for harm to persons or equipment. Measures identified in the risk assessment to reduce risk must be implemented before work begins and the risk assessment needs to be approved by the lab leader.
- Read safety data sheet (SDS) for any chemicals you are using. Understand the contents, and take appropriate safety measures. If you are unsure, ask.
- Keep the lab tidy. Clean up your own mess. You are the only person who knows what has been spilled! Clean powder from balances after use. Leave the lab as you found it. Apply common sense!
- Label anything you wish to keep with relevant information: name, date, content, (contact info - for experiments) etc. Experiments, chemicals etc. improperly labelled will be disposed of by the lab technician immediately.
- When you are finished working in the lab, you are responsible for disposal of any experiments / solutions etc that you have made and cleaning of all equipment you have used.
- Don’t use equipment / instruments unless you know how. Ask your supervisor to teach you.
- Don’t touch experiments that don’t belong to you.
- Lab doors should be locked when you have finished working - unauthorized persons are not permitted in labs.

4) Use of personal protective equipment (PPE) and its whereabouts

- Basic PPE such as lab coats, safety glasses and gloves should be available in every lab. If these supplies are not available, speak to the lab leader or a lab technician.
- Ensure you are using the personal protective equipment (PPE) established in your risk assessment or safety data sheet (SDS) to reduce risks to an acceptable level.
- Keep in mind that there are different types of gloves (eg vinyl, latex, nitrile) and they offer protection suited to different types of work. Ensure you are using the correct type of gloves for the work you are doing. Consult your safety data sheet and look at the protective equipment section.
- If you need more specialized personal protective equipment (PPE) for specific work, enquire with the lab leader or a lab technician.

5) Routines on informing the duty officer about out of hours work

- If it is necessary to perform work involving hazardous chemicals or machinery outside normal working hours, this must be agreed upon with the lab leader in advance.
- Once agreed with the lab leader, inform the duty officer that you are working in the building after hours and inform them again when you are leaving the building. UNIS DUTY PHONE: 95283511

6) Routines for notification of injuries, accidents and incidents, near misses

- Accidents and serious incidents must be reported immediately to the supervisor, safety representative, and/or lab personnel.
- Minor incidents, comments on anything related to lab environment, safety, suggestions etc can be filled out on forms located on the green metal boxes on the walls in the lab corridors. You can fill these anonomously if you wish to.

7) Links to other relevant safety information

Depending on the nature of your work, you may need to read one or more of the following in addition to this document - this will be agreed during your pre work safety briefing (section 2);

- Risk assessment template (if you need to write a new risk assessment for work not previously done at UNIS)
- Available risk assessments (risk assessments that already exist for work at UNIS)
- EcoOnline (a list of chemical safety data sheets)
- Hazardous waste disposal (read if you will work with chemicals)
- Portable autoclave instructions (how to use the pressure cooker style autoclave)
- Liquid nitrogen (safety when working with liquid nitrogen)
- Radioactive safety (safety when working with radioactive isotopes)
- Chemical safety (read this if you work with chemicals with hazard warning stickers)
- Cold lab (safety information for use of the cold lab)

All these documents can be found online at: www.unis.no/resources/lab-services/

8) Emergency equipment and emergency response

Important phone numbers

- Fire Department – 110
- Ambulance – 113
- Police – 112
- Longyearbyen Hospital – 79 02 42 00
- UNIS Duty Telephone (out of hours) – 95 28 35 11

In an emergency where there is an imminent threat to persons or property, call the authorities first before the UNIS duty phone.

Medical Assistance: When calling an ambulance or the hospital, remain calm and state the following:

1. Your name
2. Where you are calling from
3. The number of injured or ill
4. The nature of the injuries or illnesses
5. If the injury is caused by a chemical, please state what kind of chemical.

Locate the safety data sheet (SDS) if possible and bring to the hospital. Copies should be available in labs where chemicals are used or the lab leader has copies. Go to EcoOnline and get the SDS for any chemical used at UNIS – go to www.unis.no/resources/lab-services/ and click EcoOnline.

In the event of fire in the lab:

1. If you feel competent and the fire is small enough, try to extinguish it. Do not take risks.
2. If the extinguishing effort fails close all connecting doors.
3. Trigger the fire alarm and call the Fire Department.

There are fire extinguishers in all of the labs, as well as in easily accessible places in the corridors. Directions for use are labeled on each extinguisher.

If the fire alarm sounds whilst you are working in the lab, exit the building by the nearest emergency exit.

Carbonic acid extinguisher, CO2- extinguisher:

- Used to extinguish fire with inflammable fluids, electrical cords/apparatus
- Not to be used on alkali metals (lithium, sodium, potassium, caesium, rubidium, francium).

The carbonic acid extinguisher must never be used on humans or animals. The use of these extinguishers can be poisonous, it is therefore necessary to evacuate the room after it has been expelled. Carbonic acid is heavier than oxygen, and will hence be found down by the floor.

Powder extinguisher:

- Used in offices, cafeteria etc. It is completely harmless for humans.

Fire hose and fire blanket are also found in the teaching-lab, chemistry lab, and cold labs.