

HEALTH AND SAFETY GUIDELINES FOR UNDERGRADUATE STUDENTS

IN THE SCHOOL OF BIOLOGICAL SCIENCES

The Health and Safety at Work Act (2015) makes the University responsible for the safety of employees and students working on the campus. Under this Act the University must:

- take all practicable steps to maintain a safe working environment;
- identify hazards and make sure people are not exposed to hazards arising from the use of equipment or the disposal of materials;
- monitor the workplace for exposure to dangers;
- record all accidents and near-misses.

The School requires the observance of a number of regulations and common sense practices, to ensure a high level of safety to keep you and the others around you safe, particularly in laboratories. You are expected to follow any instructions given to you by your laboratory supervisor. Report to them immediately if you have any accidents or problems. Let them know if you wear a Medic Alert bracelet.

1. Orderly conduct is expected in all laboratories.

In some courses specialised equipment and potentially hazardous chemicals are used. In such cases, special precautions are required and these must be followed exactly. Eating and drinking are prohibited in all laboratories at all times to avoid ingestion of chemicals, bacteria etc.

Tidiness and good work practices are essential for safety and health. Wear a laboratory coat and safety glasses where directed. Instruments such as scalpels, Gem blades and sharp instruments present obvious hazards if left lying amongst other objects. Report immediately any cuts, abrasions and other accidents. There are FIRST AID kits in every laboratory - use them. There is a list of locations of First Aid cabinets posted at the ends of corridors. Dispose of used blades and syringe needles into the "Sharps" containers in all labs. Scalpel blades should not be fitted to handles before the lab in which they are actually used. Scalpel handles should not be stored in kits with blades attached. Students must not carry out practical work in teaching laboratories after hours, when the Laboratory Supervisor has left.

2. Suitable enclosed footwear must be worn in all laboratories. A serious accident occurred some years ago when a student carrying a glass bottle of acid was tripped by loose jandals. The resulting smash and splashing caused temporary blindness for some days, and other burn injuries.
3. The School has a siren system to initiate an emergency evacuation, for example in the case of fire. When the emergency sirens sound evacuate the building, leaving in an orderly fashion via the nearest exit. Use the stairs and not the lifts. Usually two trial evacuations are held each year. Lab. supervisors will brief you further on evacuation procedures. The Evacuation Assembly Areas relate to the buildings evacuated.

For the von Haast building the Assembly Area is on the grassed area on the south side of the Central Lecture Theatres.

For the Biology buildings the Assembly Area is near the bridge over Okeover Stream in the Zoology car park.

For Level 5 of the Rutherford building the Assembly Area is on the grassed area near Okeover House.

4. **LPG burners.**
To use, check that all bench gas taps are turned off, then turn on the solenoid switch on the wall, turn on gas tap and light burner. Note that the solenoid switch will allow flow of LPG to **all** the taps in the laboratory, hence the prior need to ensure no gas taps have been left in the “on” position. When heating solutions, use a gauze mat between the flame and the beaker. Do not leave any experiment involving heating unattended. Ensure that all burners are well away from any gas cylinders (including LPG) and from any chemicals not intended to be heated. The last person to leave must check that the solenoid switch is turned off.
5. A variety of chemicals are used in our labs. In general, treat all chemicals as toxic by ingestion and skin absorption. Use "pipette pumps" or similar to draw up solutions. **Do NOT pipette any solutions by mouth.** Avoid contact of any solutions or dry chemicals with the skin. Safety glasses are mandatory when working with chemicals and gloves are available. If you have a spillage, immediately inform a lab. supervisor or staff member, so it can be cleaned up without becoming a hazard to others.
6. There are fire extinguishers and First Aid cabinets in all laboratories and in other areas. Please note the location of these in your work area. Most staff members are trained to render First Aid. In the case of serious accident, phone 6111 and ask Security to contact the Ambulance Service. In less serious cases, the Student Health Centre may be contacted by phoning 6402.

All injury accidents are to be reported on the appropriate form. Forms are available in all First Aid cabinets and from the School Office. Give the completed forms to the Admin Staff at School Office.
7. **Waste Disposal:** Do not pour toxic or volatile/flammable wastes down the sinks. Pour into labelled collecting vessels, for proper disposal by the Safety Officer.
8. **Electrical appliances/connections:** Students must not interfere with plugs, sockets or equipment. Any faults should be reported to the lab supervisor.
9. When undertaking class exercises or field work outside the School or in University Field Stations, students work under the direct supervision of staff in charge of course work. Health and Safety guidelines in the field station laboratories are the same as those in place on the Ilam campus. Additional precautions are necessary concerning field work; see your supervisor.
10. Under the above regulations, staff have the right to remove anyone from a potentially dangerous situation.

Where can you get Help/Advice

Safety }
Chemicals } Mr Craig Galilee (Room 517) and Ms Nicole Lauren-Manuera (Room 215)
Waste disposal }

Electronics Mr Alan Woods (Room 145)

The School Safety committee consists of:

Mr Craig Galilee (Convenor)	Prof Jim Briskie	Mr David Conder
Prof Bill Davison	Dr David Leung	Ms Kim Roberts
Ms Nicole Lauren-Manuera	Dr John Pirker	Student Rep

You are required to acknowledge and agree to abide by these guidelines by signing and returning the form below.

(cut along dotted line)

Name:

I have read the Health and Safety Guidelines for Undergraduate Students in the School of Biological Sciences, and while a student in the School at the University of Canterbury, agree to follow them.

.....
(Signature)

.....
(Date)