

# Introduction of new laboratory staff

## Introduction

New employees (including students, trainees) who are going to work within a laboratory of FHML/FPN should be instructed on safe working and overall safety within a laboratory area before they can start working in laboratories.

This instruction should take place by the Armico of the department, the chemicals manager, the ABV (Departmental Biological Safety Expert) and, if applicable, the researcher for whom the employee performs specific laboratory work.

## Content introduction of new employees laboratory

New employees are introduced to all existing rules, guidelines and procedures applicable within the laboratory environment of FHML and FPN faculties by the above-mentioned persons. This is done using the checklist introduction of new employees. These include topics such as personal protective equipment, in-house emergency response (BHV), use of fume cupboards and Laminair Air Flow cabinets (LAFCs), ordering-storage-use of chemicals, vaccinations, waste and so on. Some of the above topics are already briefly discussed in the document 'Working safely in laboratories of FHML/FPN'. However, the (specific) use of the various Central Research Facilities (COVs) such as the Biobank, the Radionuclide Laboratories (RNL) and the Central Glass and Sterilisation Unit (CGSA) are also discussed.

In addition, it is mandated that any employee or student who will be working in a lab must have read the document 'Working safely in FHML/FPN laboratories' before starting.

### Checklist introduction new employee/student labs:

#### *General safety laboratory*

- ☐ Laboratory coat
- ☐ Safety glasses
- ☐ Wearing of jewellery
- ☐ Prohibition of consumption and storage of food/drinks
- ☐ Gloves
- ☐ In case of suspected (chemical/biological) contamination: change gloves
- ☐ Safe storage of materials in appropriate locations: no blocking of paths and escape routes
- ☐ Use of other PPE (hearing protection/mouth-nose mask/face mask)
- ☐ Use of various types of water (tap water, demineralised water, etc.)
- ☐ Safe (re-)use of frozen (biological) material after thawing (proper opening of epjes)
- ☐ Rules students in lab and policy around working alone
- ☐ Vaccinations, PAGOs, etc.

#### *Chemical safety laboratory*

- ☐ Storage (including use of barcodes)
- ☐ Use of chemicals:
  - Orders/SRM (students through supervisor only)
  - Stock management
  - Substance information (SOFOS360, Chemistry Chart Book, ...)
  - Access to FVC
  - Mandatory registration (barcode) of chemicals
  - Labelling of working solutions (stickers via HSB)
  - Safe weighing (possible use of VAS lab)
  - Use of fume cupboards, LAF cabinets and other equipment
  - Autoclaving and use of CGSA service

- Safe use of liquid nitrogen; N2 (l) + routing (open stair ban and lift use with key)

- ☐ General waste flows:
  - Rinsing dirty glassware → CGSA
  - Waste poster/Waste tool → Waste categories + disposal
  - Scanning out packaging via red bin
  - Glass container for laboratory glass
  - SZA containers (blue bin/yellow lid)
  - Needle containers (non-recapping/safe needle system)

#### *General waste flows*

- ☐ Paper /cardboard
- ☐ Biological waste
- ☐ Residual waste
- ☐ Plastic
- ☐ Styrofoam
- ☐ Do not push waste into waste drums and especially blue WIVA drums (hospital waste) due to possible presence of sharp objects

#### *Incidents*

- ☐ Internal emergency number 1333 / 0433875566
- ☐ Location of fixed telephones in relation to incidents
- ☐ Eyewash facility (squeeze bottle)
- ☐ Eye emergency shower
- ☐ Puncture and cutting incident
- ☐ First aid equipment
- ☐ Escape route and use of escape doors
- ☐ Presence and use + instruction in fire-fighting equipment (also by non-emergency personnel)
- ☐ SPILL

#### *Organisation*

- ☐ Faculty
- ☐ HSB
- ☐ Facility services
- ☐ IDEE

#### *Department-specific instructions based on processes/equipment. (Self-defined)*

- ☐ Ionising radiation (course)
- ☐ Non-ionising radiation (lasers, EMFs, UV)
- ☐ Cell/bacterial culture (ML-I/II)
- ☐ Working with blood and human material
- ☐ Laboratory animal work (art. 9/11 course)
- ☐ Robots
- ☐ METC-DEC
- ☐ Pipette course

This document has been signed by:

Name and date employee:

Name and date Armico:

Signature employee

Signature Armico:

### Documentation introduction

After completing the introduction, a new UM employee is authorised to work independently within a laboratory and/or laboratory area. Students and interns must always work under supervision within the laboratory area. The followed induction is confirmed by a signature of Armico and employee on the relevant checklist. By doing so, the Armico declares to have discussed all relevant topics with the employee and the employee declares with his/her signature to be aware of all current protocols, procedures, rules and guidelines and to pursue safety in his/her work. The signed version will be kept digitally within the department.

### List of abbreviations

ABV	Biological Safety Department Expert
ARMICO	Health, Safety and Environment Contact
BHV	Company emergency service
FVC	Fire Ventilated Cabinet
COV	Central Research Facility
DEC	Animal Experiments Committee
EMF	Electromagnetic fields
FHML	Faculty of Health, Medicine and Life Sciences
FPN	Faculty of Psychology and Neuroscience
HSB	Health Safety and Buildings
LAFC	Laminar Air Flow Cabinet
METC	Medical Ethical Review Committee
ML	Microbiological Laboratory
PAGO	Periodic Occupational Health Examination
PPE	Personal Protective Equipment
RNL	Radionuclide Laboratory
UV	Ultraviolet