

Working safely in FHML/FPN laboratories

Introduction

This document contains instructions for working safely in the laboratories within FHML/FPN. In principle, this document lays the basis for safe working practices. If more specific risks are present, additional work instructions are available. These can be viewed on the HSB website.

Working method

If you are visiting a laboratory for the first time, you should receive an introduction from the Armico or lab manager. They can provide you with all the information you need about working safely and the in-house emergency response (BHV) of the lab area in question.

Safe working practices

- Familiarise yourself with the UM in-house emergency response (BHV) policy.
- Wear appropriate clothing for a laboratory environment (clothing that completely covers the legs).
- Wear closed shoes.
- Wear a clean closed lab coat (available and to be handed in at FHML COV Company clothing).
- Wear safety glasses (if wearing prescription glasses, use Over Specs/ Over The Glasses-safety glasses).
- Tie long hair together.
- Do not consume or store food or drink in the laboratories.
- Avoid contamination of items that are not directly necessary in an experiment such as books, bags, phones, etc. Use the lockers provided for this purpose.
- A laboratory is not a writing place/office function.
- Use of headphones (over-, on- and in-ear) and other similar equipment is prohibited.
- Inform visitors of the applicable regulations within UM.
- Keep lab doors and windows closed due to room ventilation and existing negative pressure.
- Check equipment, facilities and/or PPE for proper operation.
- Inventory risks of substances, possible intermediate and end products, familiarise yourself with the waste procedure, in the interest of yourself, your colleagues, the experiment, your surroundings and the environment. Information can be found in:
 - Chemicals registration SOFOS360;
 - Website supplier;
 - UM waste regulation.
- Check whether alternative, less risky substances and/or techniques can be used.
- If high-risk substances (lethal and/or CMR substances) must be weighed, use the VAS lab.
- Always carry out work with volatile substances in a fume cupboard.
- Avoid aerosol formation as much as possible.
- Always label working solutions according to UM guidelines.
- If necessary, wear suitable, well-fitting disposable gloves and change them regularly.
- Wash hands when changing gloves and when leaving the laboratory.
- Keep work environment clean by not touching equipment, doors, etc. with gloves.
- Wear a maximum of one glove outside the laboratory area to avoid risk of infection, i.e. doors are opened with a free hand.
- Ensure good wound hygiene.
- Clean up spilled non-hazardous chemicals immediately (use absorbent material) and dispose of via the appropriate waste stream. If in doubt, contact the Armico for advice.
- In case of a SPILL, (spill of hazardous substances) act according to the SPILL instruction found on HSB website.
- Separate waste and dispose through the appropriate waste stream according to the applicable waste regulations.
- Empty laboratory packaging (glassware/plastic) must be delivered pressure-free in the red container to be scanned out (after scanning, this will be removed by the hazardous waste employee).
- Packaging that is not empty should be presented in its original packaging at the FS Servicepoint.

- Rinse contaminated glassware twice before presenting it to the CGSA department. The rinse water, depending on the substance, should be disposed of as chemical waste. Remove labels/ inscriptions.
- Clean contaminated equipment before it is presented to the IDEE department.
- Always store chemicals in accordance with UM guidelines on storage of chemicals (PGS15).
- Turn off lights, switch off as much equipment as possible and lock the doors if you are the last person to leave the room.
- Report dangerous or hazardous situations immediately to the room manager, Armico or supervisor.
- For more information or further clarification, contact your department's Armico.

Work instructions with additional risks can be found on the HSB website

In addition to the general instructions for working safely in the laboratories within FHML/FPN, there are situations where there is additional risk of health and environmental damage. Additional work instructions can be found on HSB website.

List of abbreviations

Armico	Arbo & Milieu Contactperson
CGSA	Central glass and sterilisation department
FHML	Faculty of Health, Medicine and Life Sciences
FPN	Faculty of Psychology and Neuroscience
PPE	Personal protective equipment
PGS15	Hazardous Substances Publication Series 15
UM	Maastricht University

Information

For more information, please contact the HSB occupational hygienists.