

# Health and Safety-ISMB Biophysics Centre

## Laboratory Code of Practice

These guidelines are **in addition** to the following documents:

- Fire instructions (displayed and <http://biophysics.ismb.lon.ac.uk/safety/>)
- Emergency Procedures (displayed and <http://biophysics.ismb.lon.ac.uk/safety/>)
- Laboratory Code of Practice – General (<http://people.crysl.bbk.ac.uk/%7Eubcg17a/safety/jimindex.htm>)
- The College Genetic Modification Code of Practice (download from <http://www.bbk.ac.uk/so/policies/>)

**Before you start** you must

- sign a COSHH form.
- familiarise yourself with the fire exits.
- note that you have to press the switch to exit the lab.
- find the location of fire blanket, first aid kit, safety spectacles, material safety data sheets (in drawers), the eye wash facilities (by the sinks) and fire extinguishers (in the hallway and in office B54a).
- make sure that you have or are given a lab coat.
- Note: The whole lab is classified as *containment level 1* for work with genetically modified organisms.

**General measures of precaution are** that you must

- never eat, drink or smoke in the laboratories.
- wear a lab coat at all times and safety spectacles when appropriate, e.g. when working with concentrated acids, on pressurised systems etc.
- only work in the lab with other staff present.
- keep your work area clean and tidy, e.g. mop up any spills immediately.
- always take off gloves and coat when leaving the laboratory.
- always dispose of gloves in the autoclave bins in the laboratory.
- always wash your hands before leaving the laboratory.
- report all accidents using the accident report form, located on the safety pages ([www.bbk.ac.uk/so/forms/accident](http://www.bbk.ac.uk/so/forms/accident)).

**To make your own work safe for yourself and others**, you must

- never work on a piece of equipment that you are unfamiliar with operating, always ask the lab manager or equivalent to advise.
- refer to the material safety data sheet (MSDS) before using a hazardous substance new to you.
- put solvent and acid bottles away into their storage cabinets straight after use.
- seek advice on the handling of substances if you are unsure.
- label bottles and tubes with your name, and a safety warning when required.
- seek advice on local disposal procedures of organic solvents, toxic compounds etc. These must not be disposed of via the lab sinks.
- dispose of sharps, needles, contaminated broken glass and glass Pasteur pipettes in the provided yellow sharps bins. Do not put other items in the yellow bins, e.g. paper tissues, plastic tips, etc.

**To ensure the smooth running of the lab**

- seek advice on using general equipment, i.e. the purified water systems, the pH electrode etc., even they can easily be broken.
- rinse all reusable labware and place upside down on the draining board.
- clean your bench at the end of the experiment or day.

**Thank you!** (Tina Daviter, Lab Manager)