

NDMRB-POL-008

CL2 – LABORATORY RULES

1.0 Introduction

The rules set out within this document must be read, understood and followed by all persons working in CL2 labs in the NDMRB. All personnel have a duty of care to themselves and to those around them. The rules set out in this document will enable persons to employ the relevant health and safety measures required to achieve this. Personnel must make sure that their work is carried out in the approved way and in accordance with University policy, ensure that all training given is followed and that all relevant COSHH, MSDS and SOP's have been read and understood.

A full list of university policy statements can be found at:

<http://www.admin.ox.ac.uk/safety/policy-statements/>

2.0 CL2 Laboratory Rules

- The labs within the primary working spaces in the NDMRB are containment level 2 laboratories as defined by ACDP
- Only authorized persons may enter and/or work in the laboratories
- Persons below the age of 16 must not enter the laboratories
- Lab coats and safety glasses must be worn at all times whilst working at the bench. Only exceptions are:
 - People passing through the labs
 - Where a risk assessment has shown that PPE is not required in a specific area
- Sensible foot ware must be worn, no open toes
- Never: Eat, drink, smoke, chew gum or apply cosmetics
- No storing of food or drink for human consumption is allowed
- Always wash your hands after laboratory work, using the hand wash basins provided
- All cuts and abrasions must be covered by waterproof dressings
- Headphones are permitted but only if used as set out in NDMRB-POL-002
 - Radio's may be permitted at the agreement of all lab users
- All waste must be disposed of in accordance with the local policies
- All accidents and dangerous incidents must be reported to the DSO
- No person should undertake work activities for which they have not been suitably trained.

- Within the NDMRB a one glove policy is in place for moving between lab areas, therefore, a glove must be removed when using a door or lift within the NDMRB.
- Work surfaces and equipment must be cleaned and or disinfected once work is completed
- Waste must not be accumulated in the laboratory areas or fume hoods and all waste must be disposed of in accordance with the NDMRB waste policy
- Report all problems with equipment straight away
- Ensure that you are familiar with the local emergency procedures including:
Fire evacuation routes, location of spill kits and location of fire extinguishers

Further information can be obtained through the University health and safety pages

3.0 Review

The information in this document will be reviewed and amended if necessary every 3 years by the laboratory manager or alternative relevant personnel.

4.0 References

- Oxford University health and safety pages
- WTCHG Guidance Note: Introduction to Health and Safety at the WTCHG
- SGC Health and Safety Information