

Safety guideline

Maintenance work in laboratories where chemical & biological contamination is possible

It has been brought to the attention of the Occupational Health and Safety Unit, that trades staff from Properties and Facilities have sustained injuries as a result of poor housekeeping within laboratories they are servicing. Injuries include chemical burns resulting from contact with contaminated equipment and chemical residue on laboratory floors.

The University has an obligation under *The Workplace Health and Safety Act, 1995* to all workers, including visitors and contractors. This obligation extends to providing a safe workplace for maintenance work, as well as informing the person from outside the work area of the OH&S risks particular to the laboratory. Staff and researchers who are engaging the services of P&F trades staff or an outside contractor (e.g. fume cupboard maintenance contractor) must follow the procedures below before requesting any maintenance or repair work in their laboratory.

- **Advise the person performing work of the types of hazards within laboratory e.g. chemical, biological, electrical, radioactive.** An indication of what specific chemicals are being used must be provided to the trades supervisor or person performing work to ensure that adequate precautions can be taken before starting work. It is recommended that a list of chemicals used within fume cupboards be posted on the outside of the fume cupboard.
- **Decontaminate all areas where work is to be conducted e.g. fume cupboards, fridges, under benches and sinks, laboratory equipment.**

Where maintenance work is to be performed within fume cupboards or under sinks, all chemicals must be removed and stored in a safe place until work is completed.

- **Ventilate the fume cupboard area adequately** before the maintenance work is performed.
- **The person requesting the work (or the laboratory supervisor), must sign the form (attached) presented by the trades staff member**, which states that they are satisfied that all necessary OH&S information has been provided, and that the equipment/area has been decontaminated.

Property and Facilities have been advised that **NO** repair work should be carried out until the above provisions have been complied with. Please contact the Occupational Health and Safety Unit if further information on this issue is needed



HAZARDS IN LABORATORIES PF306

NOTE: Hazardous areas include: prep rooms, animal houses, magnet rooms, cold rooms, incubation rooms, isotope counting, instrument rooms, wind tunnel, chemical store, glasshouses/PC2.

Name:	
Contact Number:	
Building Number/Name:	
Room Number/Name:	
Equipment being repaired:	
Work Order No:	

NOTE: The following Checklist MUST be completed and signed by laboratory staff prior to commencement of any Maintenance work.

Potential Hazards requiring Decontamination:

Max. Decontamination Time: _____ Appointment Time & Date: _____

Request initiated by:

Name: _____ Signature: _____ Date: _____

Person to contact for Decontamination:

Name: _____ Signature: _____ Date: _____

1. Has all laboratory equipment to be repaired been de-contaminated and is now safe for maintenance personnel to carry out repairs? Yes/No

2. What chemicals and/or bio-hazards have been used in the equipment to be repaired?

3. I recommend the following Personal Protective Equipment (PPE) be worn by maintenance personnel when repairing this equipment.

If required to work on the floor or under benches:

4. Has the immediate area been de-contaminated and all spills cleaned up leaving the area safe for maintenance personnel to carry out repairs? Yes/No

If required to work within cupboards:

5. Has the space been adequately ventilated? Yes/No

6. Is it necessary for maintenance personnel to wear breathing apparatus? Yes/No

Decontaminated by:

Name: _____ Signature: _____ Date: _____

Job completed/signed off by:

Name: _____ Signature: _____ Date: _____

