SCS Safety Seminar 2023

A/Prof Dan Furkert

School of Chemical Sciences
The University of Auckland

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What do we do here?

How can we do it safely?

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SCS Safe working practice

We all need to wear personal protection equipment

Transport and store chemicals safely

Use chemicals according to safe guidelines

Dispose of waste safely

Know how to deal with incidents if they occur

Ask for help if uncertain or inexperienced !

Lab managers will provide technical advice and answer your questions.

Talk to your supervisor and professional staff if you are unsure about anything.

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Setting up a chemical reaction

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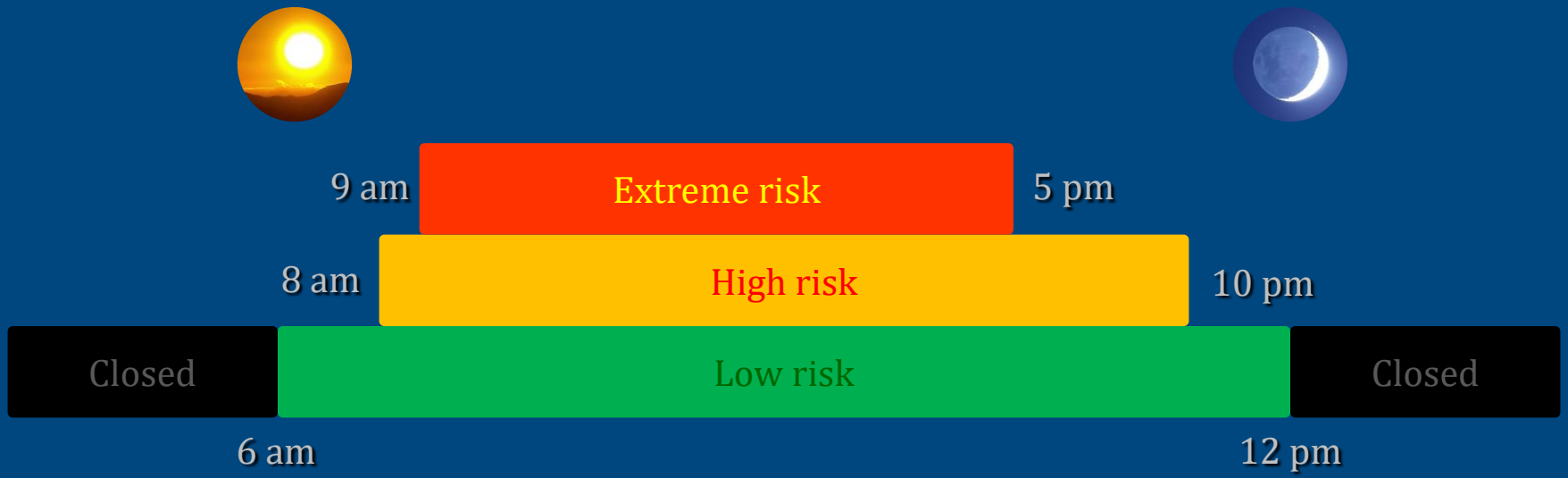
SCS Working hours



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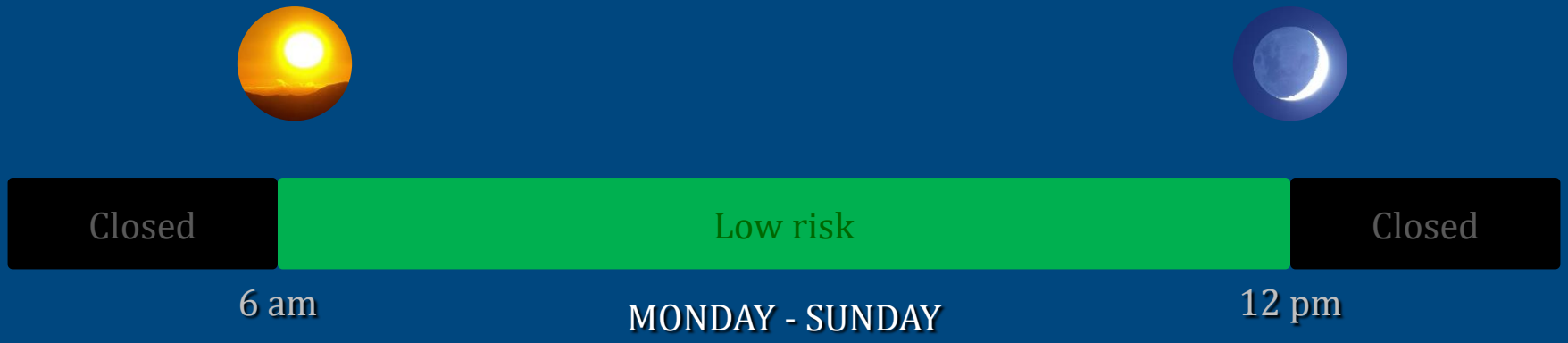
SCS Types of work



Definition | Office work

Instrument measurements such as UV, IR, NMR

No SCS access outside these hours
If stuck inside, call **security** on 85000 or (09) 3737 999

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SCS Types of work

8 am | High risk | 10 pm

MONDAY - SUNDAY

Definition | Any work with hazardous, toxic or corrosive chemicals.

Virtually all lab work

Specialised high risk work as approved and signed off by PiC or lab manger

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SCS Types of work

9 am | Extreme risk | 5 pm

MONDAY - FRIDAY

Definition | Carcinogens, explosives, radioactive material, highly toxic chemicals (*e.g.* CO, HF, cyanide) or controlled drugs

Any experiment that would need **immediate medical treatment** if something goes wrong

Must be **approved and signed off** by lab manger

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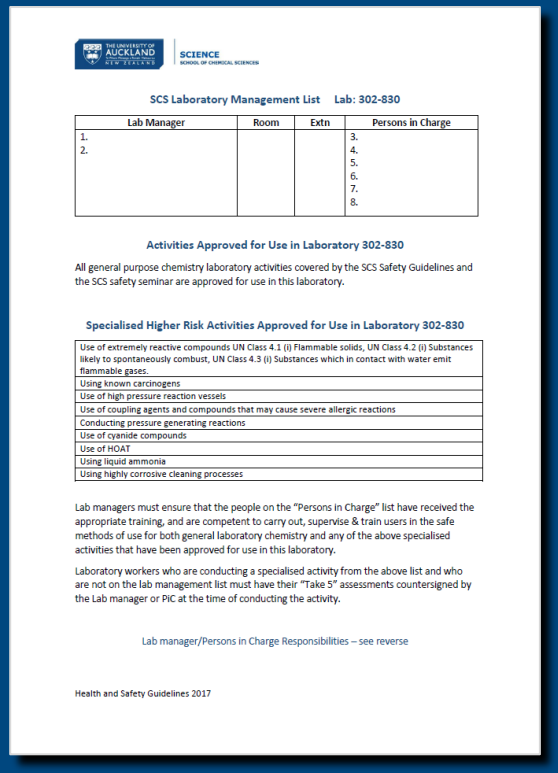
Lab managers Person in charge (PiC) list



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SCS Laboratory Management List Lab: 302-830

Lab Manager	Room	Extn	Persons in Charge
1. 2.			3. 4. 5. 6. 7. 8.

Activities Approved for Use in Laboratory 302-830

All general purpose chemistry laboratory activities covered by the SCS Safety Guidelines and the SCS safety seminar are approved for use in this laboratory.

Specialised Higher Risk Activities Approved for Use in Laboratory 302-830

Use of extremely reactive compounds UN Class 4.1 (i) Flammable solids, UN Class 4.2 (i) Substances likely to spontaneously combust, UN Class 4.3 (i) Substances which in contact with water emit flammable gases.
Using known carcinogens
Use of high pressure reaction vessels
Use of coupling agents and compounds that may cause severe allergic reactions
Conducting pressure generating reactions
Use of cyanide compounds
Use of HOAT
Using liquid ammonia
Using highly corrosive cleaning processes

Lab managers must ensure that the people on the "Persons in Charge" list have received the appropriate training, and are competent to carry out, supervise & train users in the safe methods of use for both general laboratory chemistry and any of the above specialised activities that have been approved for use in this laboratory.

Laboratory workers who are conducting a specialised activity from the above list and who are not on the lab management list must have their "Take 5" assessments countersigned by the Lab manager or PiC at the time of conducting the activity.

Lab manager/Persons in Charge Responsibilities – see reverse

Health and Safety Guidelines 2017

Work **above low risk** must have another adequately trained person within earshot to assist. **One person on the Lab Manager | PiC list must be present**

Staff and PhD students only

Lab managers & PIs are responsible for ensuring **PiCs** are trained and competent to carry out and supervise junior lab workers, and to approve **specialised higher risk activities**.

Take 5 assessments signed by the Lab manager or PiC must be available for any work being done in the lab

Working alone in labs **is prohibited**. There must always be one person **within earshot**

Specialised higher risk activities must be approved by Lab Manager

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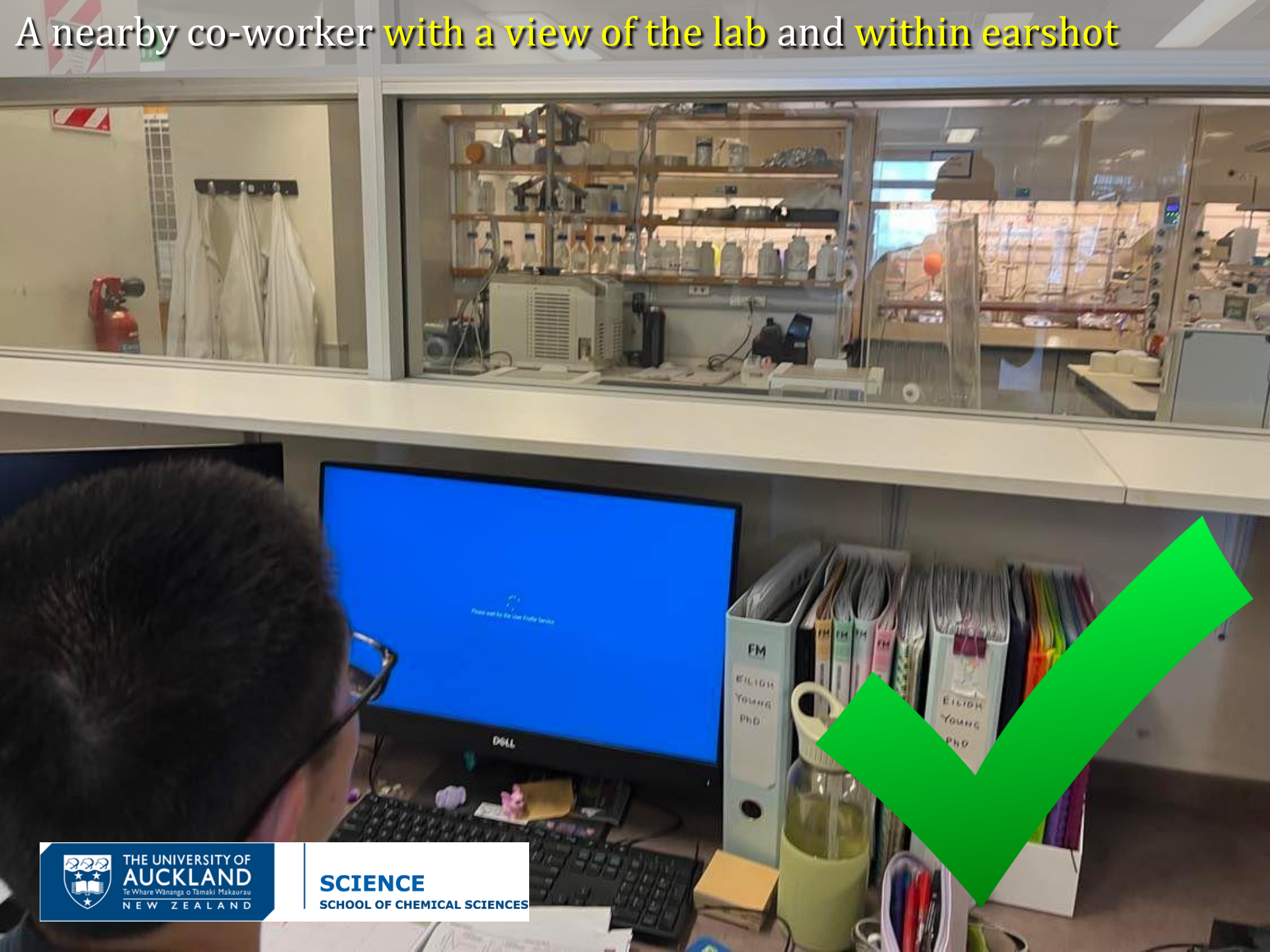
A nearby co-worker with a view of the lab and within earshot



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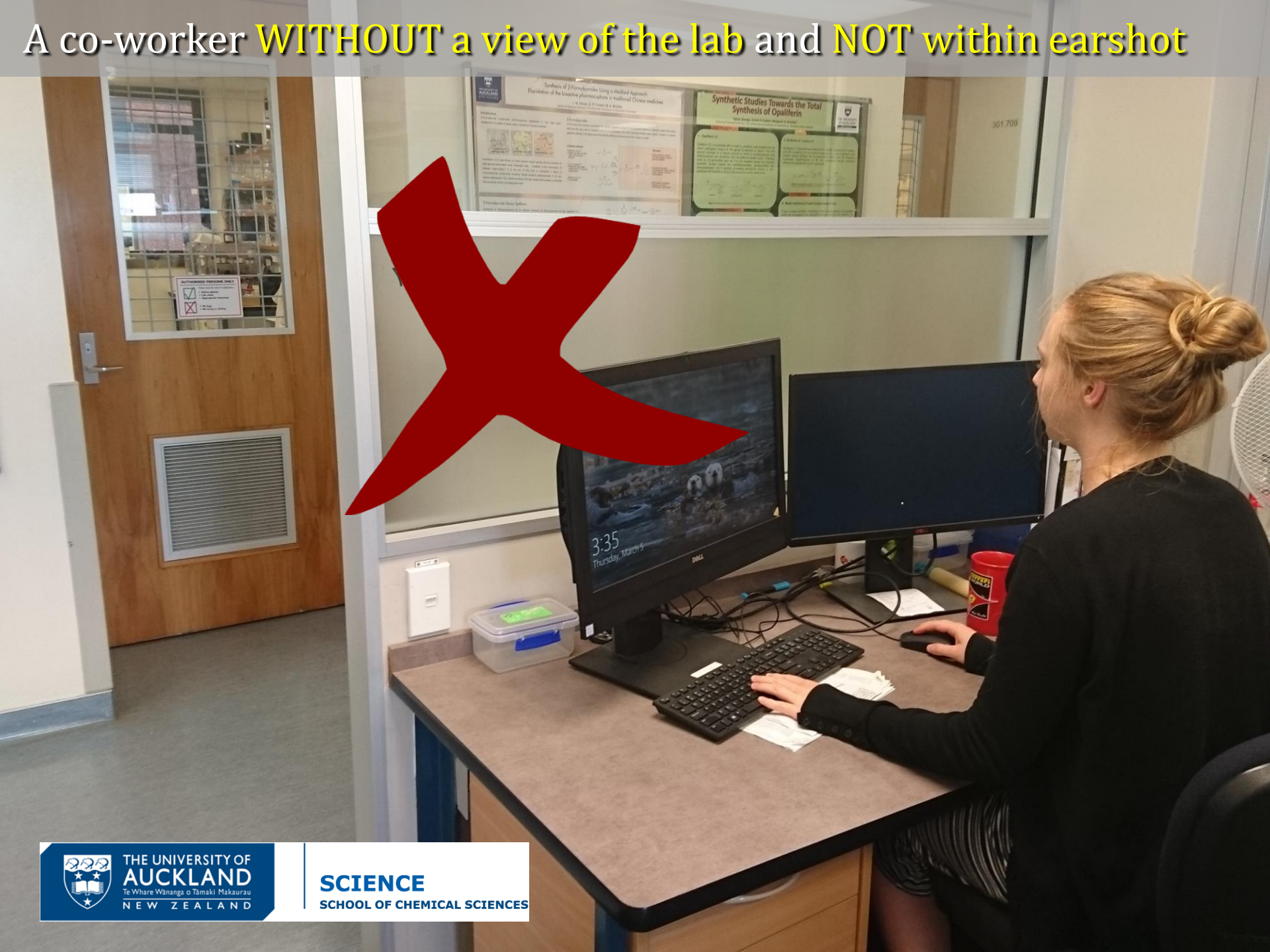
A co-worker WITHOUT a view of the lab and NOT within earshot



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Safe lab wear Personal protection equipment

Always wear in lab.
Remove in offices & normal lifts

Wear in lab.
Remove one to open doors or touch communal objects
See SMOUs

Always wear in lab.
Prescription glasses are not adequate

Available if required

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Safe lab wear Safety glasses

Safety glasses must be worn properly at all times in laboratory areas

Prescription glasses provide no protection from chemical splashes coming from the sides and are inadequate for labwork

PhD students may not use PRESS accounts to buy labcoats or safety glasses from the Science Student Centre

PhD students are eligible to use PRESS accounts to order prescription safety glasses from the UoA Optometry Clinic. See your lab manager or professional staff.

Long hair tied back safely.

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Safe lab wear Shoes

✓ CLOSED SHOES				
✗ OPEN SHOES				

If unsure, ask your lab manager for guidance

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Lab safety Location of key equipment

You must know where these items are and be shown them during your lab induction

Defibrillator at SCS reception in 302 L6

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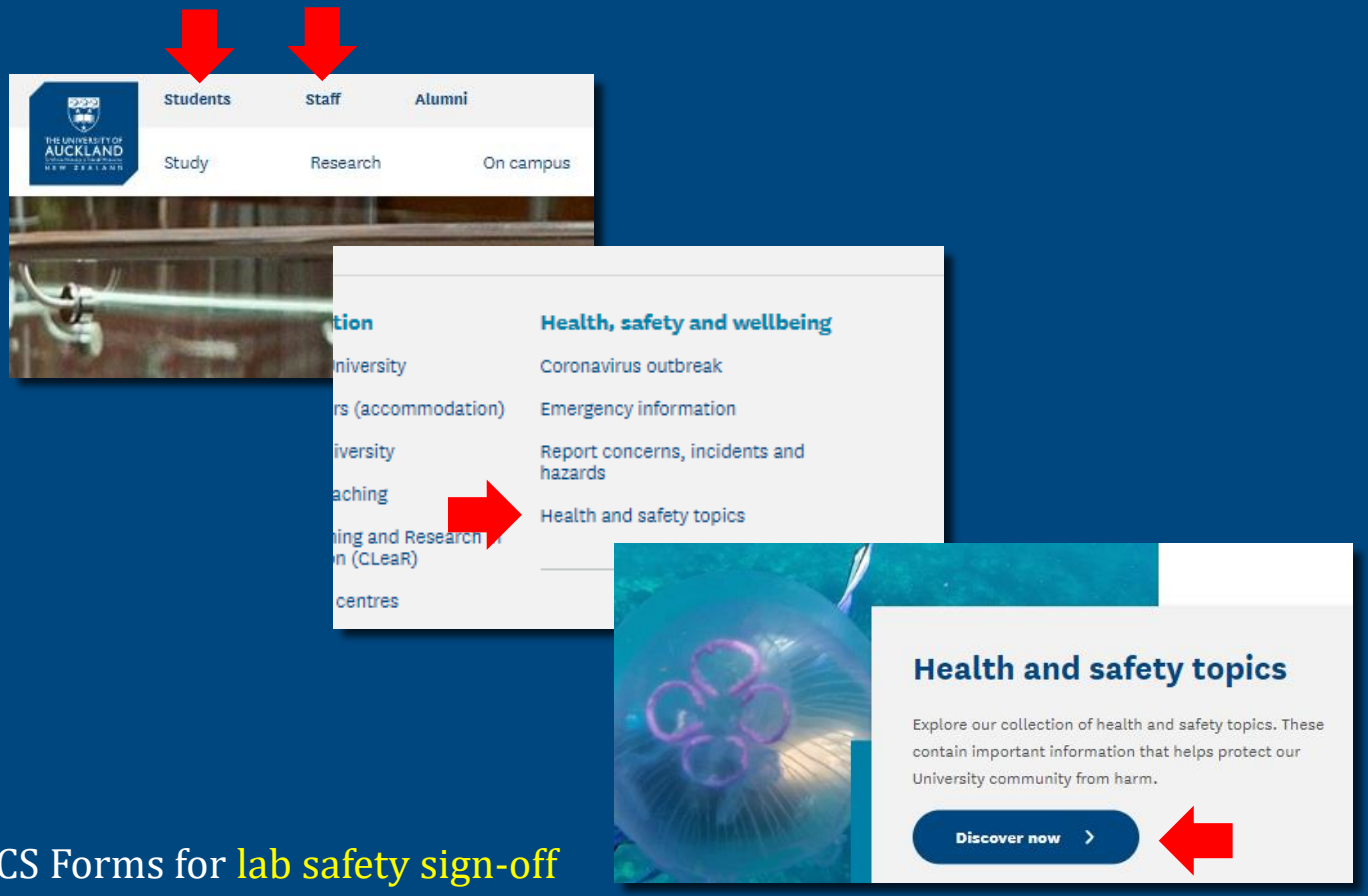
Safety information UoA HSW Website

UoA homepage



SCS Forms for lab safety sign-off

Safe Method of Use (SMOU) guidelines for common reagents. These should be consulted before beginning or quenching a reaction.

Material Safety Data Sheets (MSDS) information under Databases/GoldFFX for all chemicals. Required for Take 5 assessments.

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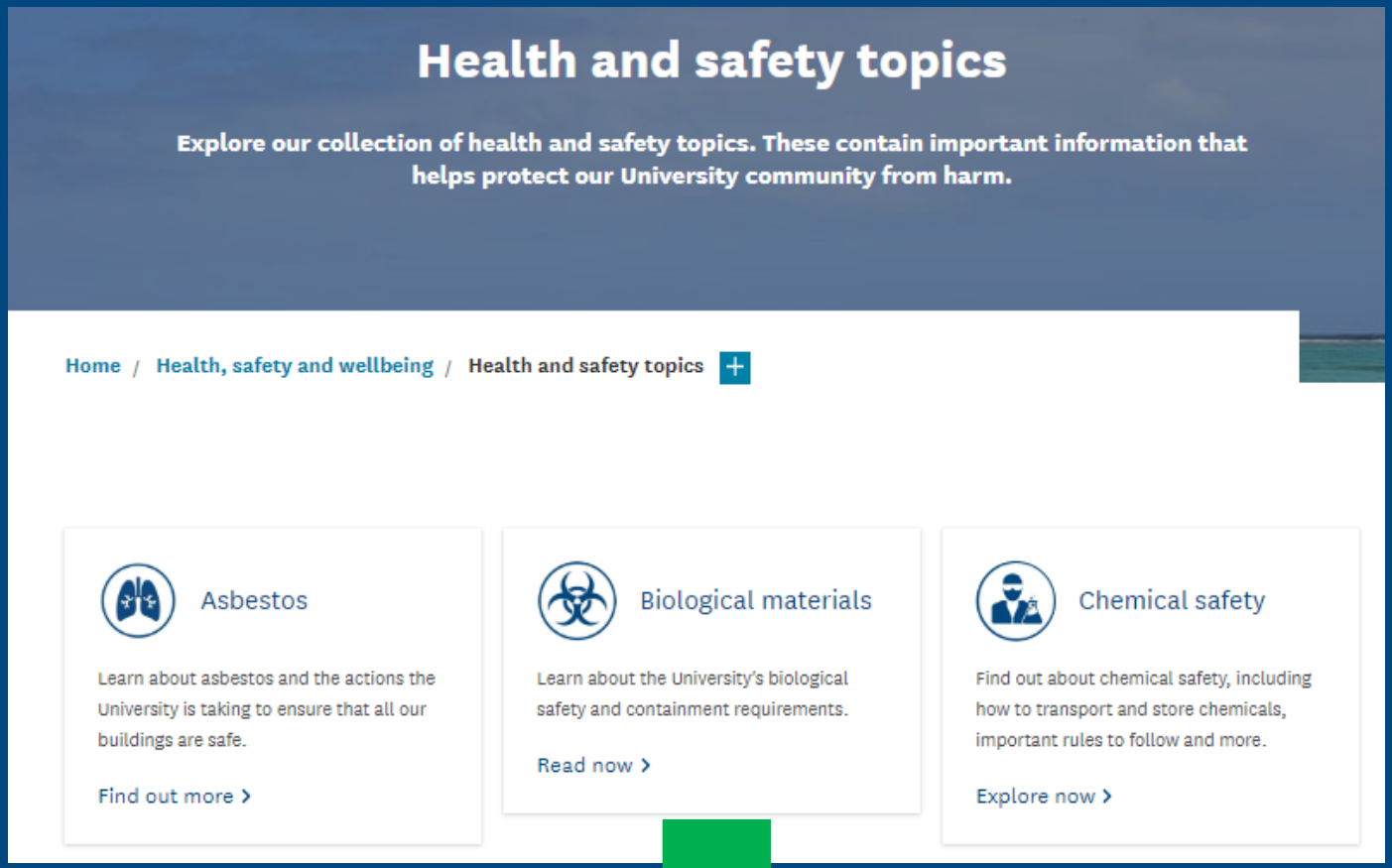
Safety information UoA HSW website



Scroll down for many more topics below!

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Safety information UoA HSW website

Chemical safety

Learn more about chemical safety, including how to transport and store chemicals, what to do in an emergency, important rules to follow and more.

- Rules, guidelines and Safe Methods of Use (SMOU)
- Frequently asked questions
- Databases
- Transporting chemicals
- Purchase, storage and disposal of chemicals
- Workshop: HSNO exempt laboratory managers
- Workshop: Chemical safety induction programme
- SciTrack
- Hazardous spills
- Emergency information

Rules and Safe Methods of Use (SMOU)

Stay safe in our chemical labs by following the rules and the SMOU.

View now >

Again, scroll down for many more topics below

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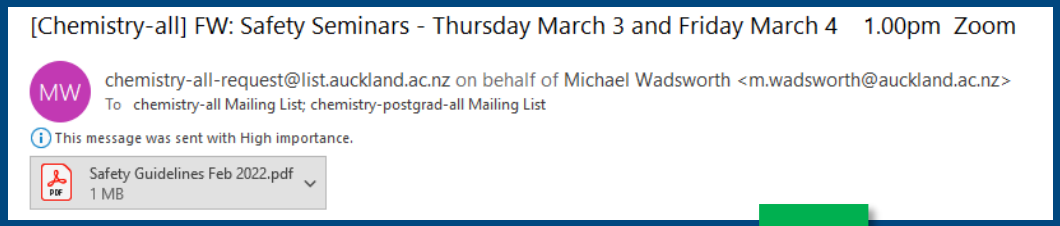
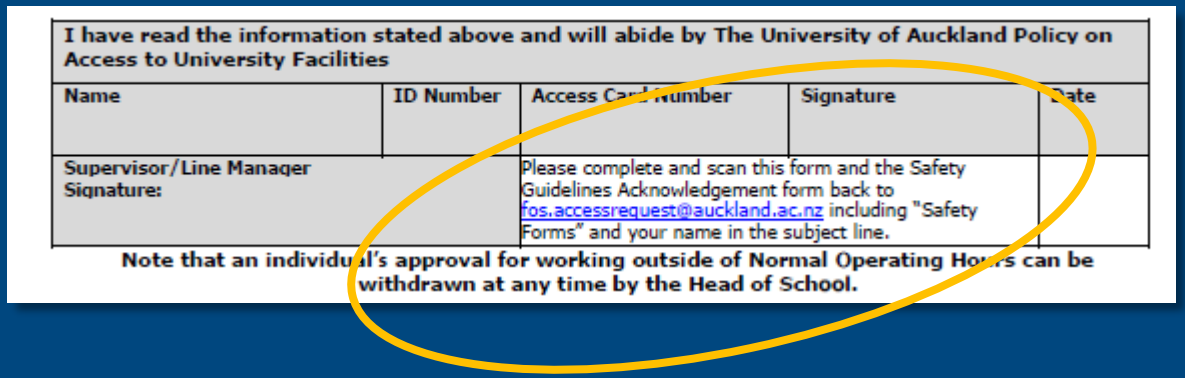
Safety information Important form and agreement

See email and attachment from Mike Wadsworth earlier this week.
(The last two pages contain the form)





I have read the information stated above and will abide by The University of Auckland Policy on Access to University Facilities				
Name	**ID Number**	**Access Card Number**	**Signature**	**Date**
Supervisor/Line Manager Signature:		Please complete and scan this form and the Safety Guidelines Acknowledgement form back to fos.accessrequest@auckland.ac.nz including "Safety Forms" and your name in the subject line.		

Note that an individual's approval for working outside of Normal Operating Hours can be withdrawn at any time by the Head of School.

Complete, sign and return a scanned copy

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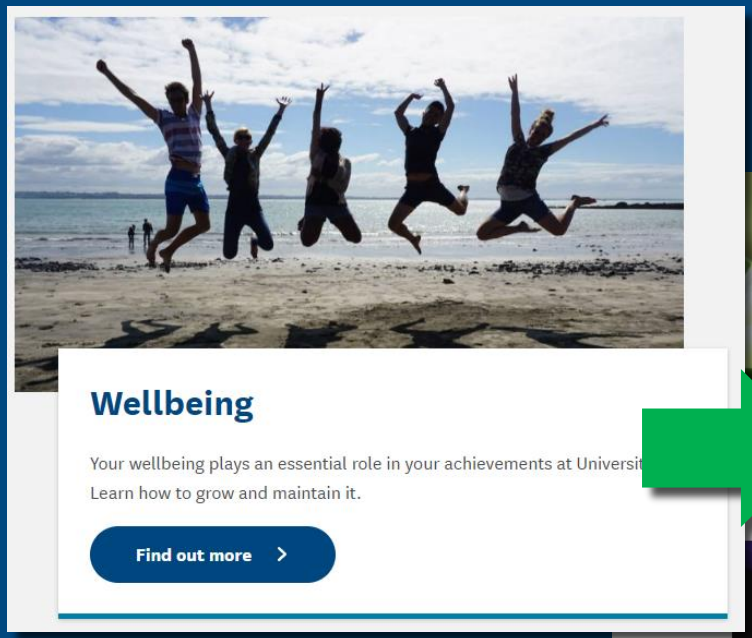
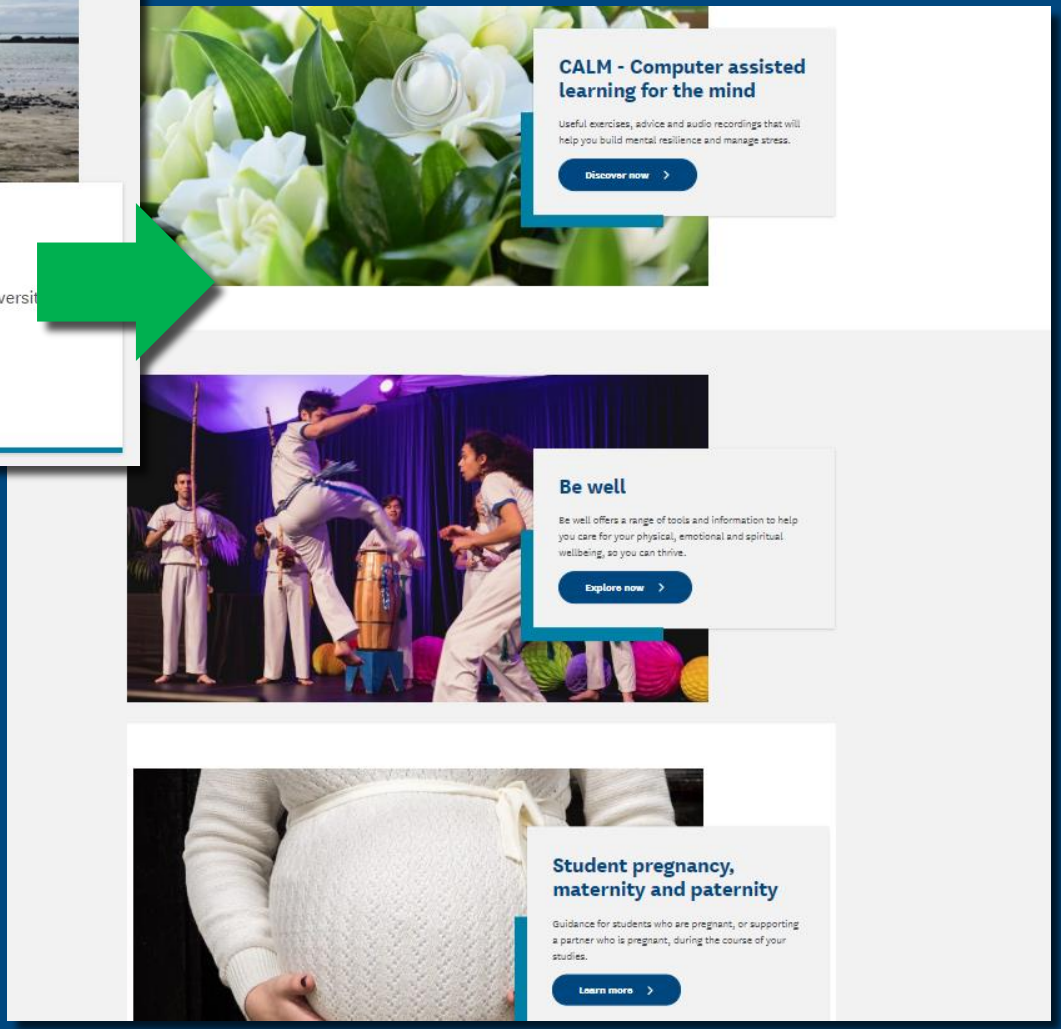
Wellbeing information UoA HSW website





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Wellbeing information Bullying & harassment

Bullying and harassment are aspects of health and safety, that fall under the official oversight of Worksafe, as well as affecting our health & wellbeing.

THEY ARE NOT ACCEPTABLE AT UoA or SCS

If you do encounter or experience these problems, make sure to raise the issue in confidence with a trusted staff member or mentor (often, but not necessarily your supervisor). This applies to any situation, either in person or online.

SCS promotes a teamwork-based culture among our research staff and students.

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Wellbeing information Discrimination

Safety information Transporting chemicals

Chemical transport is regulated.
Fines of $2K (individual) and $10K (UoA) are possible.

ChemCouriers can used between UoA sites. See Tasdeeq to arrange.

Public transport must NOT be used

Use a sturdy carrier or trolley and a secondary container when moving chemicals within SCS

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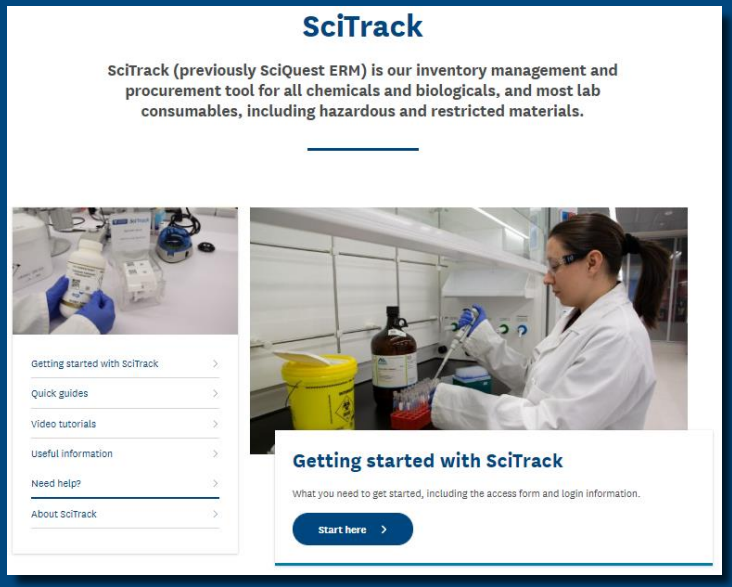
Safety information SciTrack



Chemical storage is regulated.

Accurate locations of all chemicals are kept in SciTrack. See your professional staff member to query or update these records.

Any time chemicals are moved see your professional staff team member to update the location

When chemicals are disposed of make sure you see your professional staff team member to update the records
* this is very important

UoA and SCS are easily searched for existing chemicals in stock, that may usually be borrowed from other groups on request

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Safety information Chemical storage

Chemicals must be segregated by hazard class (no matter how few and in all locations)
This is a legal requirement. All labs in SCS have designated chemical storage areas.

All samples and reagents must be labelled, including research samples. Structure, name or CAS number is required, and a lab book reference if relevant.

Large samples (>50g) should display complete safety information

Consult your professional staff team member or supervisor before storage.
Check the MSDS for storage details.

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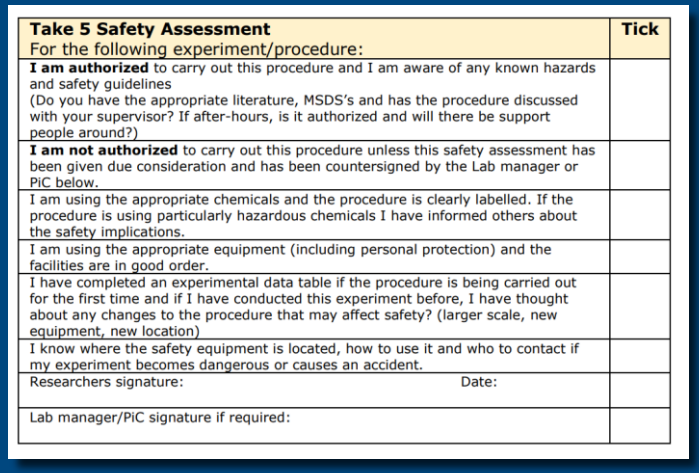
Class 1. Explosive
1.1 Substances with a mass explosion hazard
1.2 Substances which present a projection hazard but no mass explosion hazard
1.3 Substances which present both a fire hazard and a minor blast or projection hazard (or both) but not a mass explosion hazard
1.4 No significant hazard
1.5 Very insensitive substances with a mass explosion hazard
1.6 Very insensitive articles with no mass explosion hazard
Class 2. Gases
2.1 Flammable gases
2.2 Non-flammable, non-toxic gases
2.3 Toxic gases
Class 3. Flammable liquids
Class 4. Flammable solids
4.1 Flammable solids, self-reactive substances and solid desensitized explosives
4.2 Materials liable to spontaneous combustion
4.3 Substances which, in contact with water, release flammable gases
Class 5. Oxidizing substances and organic peroxides
5.1 Oxidizing agents
5.2 Organic peroxides
Class 6. Toxic and infectious substances
6.1 Toxic substances
6.2 Infectious substances
Class 7. Radioactive substances and articles
Class 8. Corrosive substances
Class 9. Miscellaneous dangerous substances

UN HAZARD CLASSES

Reaction safety Take 5 assessment

Consult your supervisor or PiC before starting a new type of experiment, or scaling up, or using unfamiliar equipment.



Take 5 Safety Assessment For the following experiment/procedure:	**Tick**
I am authorized to carry out this procedure and I am aware of any known hazards and safety guidelines (Do you have the appropriate literature, MSDS's and has the procedure discussed with your supervisor? If after-hours, is it authorized and will there be support people around?)	
I am not authorized to carry out this procedure unless this safety assessment has been given due consideration and has been countersigned by the Lab manager or PiC below.	
I am using the appropriate chemicals and the procedure is clearly labelled. If the procedure is using particularly hazardous chemicals I have informed others about the safety implications.	
I am using the appropriate equipment (including personal protection) and the facilities are in good order.	
I have completed an experimental data table if the procedure is being carried out for the first time and if I have conducted this experiment before, I have thought about any changes to the procedure that may affect safety? (larger scale, new equipment, new location)	
I know where the safety equipment is located, how to use it and who to contact if my experiment becomes dangerous or causes an accident.	
Researchers signature: Date:	
Lab manager/PiC signature if required:	

Complete and sign a Take 5 assessment before beginning each experiment. This is a legal requirement. It needs to be available while the reaction is in progress.

For new or junior researchers the Take 5 assessment should be signed by a PiC or supervisor.

Part of the Take 5 involves finding and reading the MSDS and SMOU guidelines for potentially dangerous reagents.

You are stating that necessary safety equipment is available and you know where it is

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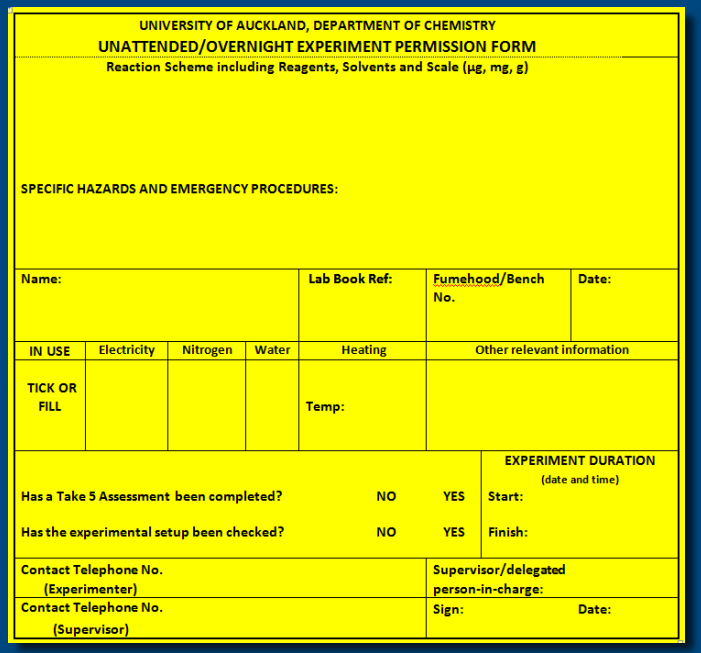
Reaction safety Unattended experiments



UNIVERSITY OF AUCKLAND, DEPARTMENT OF CHEMISTRY

UNATTENDED/OVERNIGHT EXPERIMENT PERMISSION FORM

Reaction Scheme including Reagents, Solvents and Scale (µg, mg, g)

SPECIFIC HAZARDS AND EMERGENCY PROCEDURES:

Name:				Lab Book Ref:	Fumehood/Bench No.	Date:
IN USE	Electricity	Nitrogen	Water	Heating	Other relevant information	
TICK OR FILL				Temp:		

			EXPERIMENT DURATION (date and time)
Has a Take 5 Assessment been completed?	NO	YES	Start:
Has the experimental setup been checked?	NO	YES	Finish:

Contact Telephone No. (Experimenter)	Supervisor/delegated person-in-charge:
Contact Telephone No. (Supervisor)	Sign: Date:

Complete and sign an unattended experiment form before leaving any experiment. It needs to be clearly visible while the reaction is in progress

For new or junior researchers the unattended experiment form should be signed by a PiC or supervisor

The PiC or supervisor must inspect the reaction before signing the form

An all-hours contact phone number must be clearly visible

Consider long-term risks including cooling water failure, reaction exotherm, unreliable gas supply and breakage.

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Risk assessments Coming in 2023-24

Identify Hazards and Control the Risks:

1. An activity may be divided into tasks. For each task identify the hazards and associated risks. Also list the possible scenarios which could sooner or later cause harm.
2. Determine controls necessary based on University standards, legislation, codes of practice, AS / NZ standards, manufacturer's instructions etc.
3. List existing risk controls (take credit for what you do)
4. Rate the risk once all controls are in place using the matrix in
5. List any additional controls that need to be implemented and take action
6. Communicate the findings

The boxes will resize to suit your situation/the amount of text you need to use – press tab after last cell to create new rows

Task sequence	Hazard	Who may be harmed and how	Existing controls	Current Risk Rating (L)Likelihood x (C)Consequence = (R)Rating			Additional Controls required
				L	C	R	
Access to laboratory	**Untrained or unsafe personnel**	• Staff • Students • Visitors Inappropriate activities, unsafe practices, dangerous use of hazardous materials.	Access restricted to staff and SCS students who have: • Baseline BSc chemistry training as approved by their PI. • Attended an **annual** safety seminar or completed the Canvas safety course • Completed and signed off the SCS Safety Guidelines Acknowledgement form • Completed and signed off the SCS Access to Facilities form • Access is provided to service and facilities personnel for specific tasks only eg: service work, inspections etc.	1	2	2	
Laboratory management	**Unsafe or unregulated working environment**	• Staff • Students • Visitors Unregulated or dangerous activities could take place in the lab without approval, risk	There is a Lab management system in place which ensures that: • Lab managers and PiC's are identified and the document is held in a prominent place. • Duties of the lab manager or PiC are documented in the list. • Adequate supervision is provided on-site at all times by a Lab manager or PiC.	1	2	2	

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Risk assessments Coming in 2023-24

HSW Risk Assessment Matrix						
Likelihood Level	4	**Very likely** Probably expect the event to occur in most circumstances	Moderate (4)	High (8)	Extreme (12)	Extreme (16)
	3	**Likely** Event likely to occur at least once over the coming year	Moderate (3)	High (6)	High (9)	Extreme (12)
	2	**Possible** Event may occur at some time	Low (2)	Moderate (4)	High (6)	High (8)
	1	**Unlikely** Occurrence is conceivable, but not expected to occur	Low (1)	Low (2)	Moderate (3)	Moderate (4)

Will be associated with relevant Safe Method of Use (SMOU) resources for specific reagents and equipment. PIs will ensure that researchers have the necessary skills to apply them.

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Reaction safety Waste disposal

HAZARDOUS WASTE DISPOSAL attach form clearly on waste container
NAME
CONTACT DETAILS (E-mail, Phone No., Lab number)
CONTENTS (include full chemical names, mass, hazards etc)
UN HAZARD CLASS

Collect waste in a suitable container by type and compatibility. Consult your professional staff team member, PiC or supervisor to check.

The more information the better. Disposal costs are very high for unlabeled waste.

NO NEEDLES in chemical waste under any circumstances!

This is a serious problem in chemical waste and very dangerous for the disposal company.

Please read the relevant SMOU guidelines.

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Reaction safety Waste solvents

Keep aqueous waste, halogenated solvents and non-halogenated solvents separate.

All waste goes to the SCS chemical stores

No chemical waste in the normal rubbish bins

SCS waste water is monitored. Only minimally contaminated waste with acceptable pH and low organic content can go down the lab sinks.

Please read the relevant SMOU guidelines.

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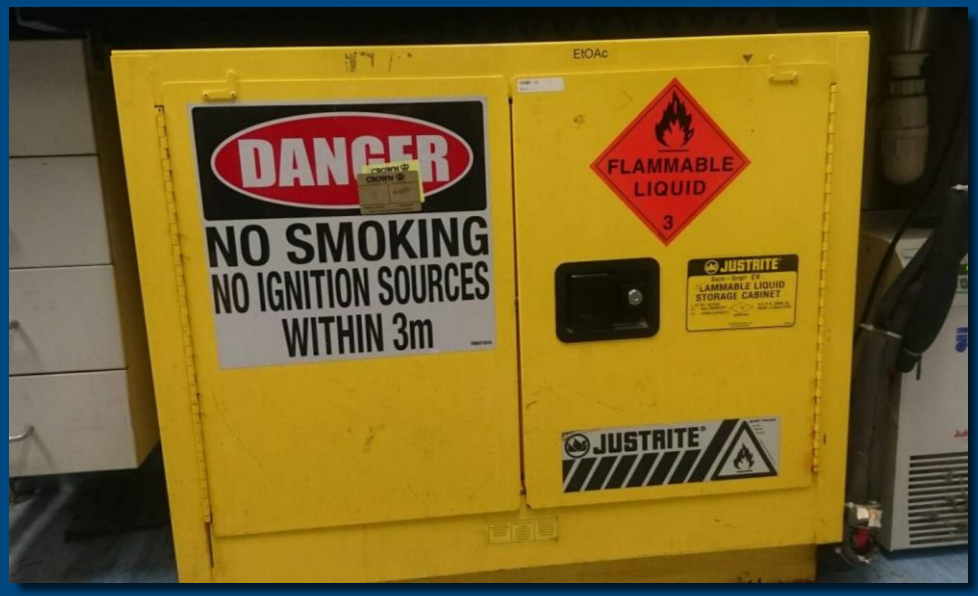
Reaction safety Solvent cabinets



Make sure all solvents not in use are returned to the solvent cabinets, especially when leaving the lab.

Do not overfill past the recommended volume rating – each lab has a permitted amount of solvent storage that must not be exceeded. Make extra weekly trips to stores if you run out.

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Reaction safety Glass and needles

Collect used needles in the dedicated sharps bin

Broken or waste glass is collected in a dedicated glass bin.

Some broken glassware can be repaired. Ensure it is cleaned of chemical residues before taking to the glassblower

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Reaction safety Glass and tubing

Pay extra attention and do not use excessive force when attaching rubber tubing to glass!
This includes gas adaptors, manifolds or any other weak joints. Rotate the joining partners with steady pressure or use a tiny smear of grease (*if appropriate for your work*).

If the glass breaks the edges are extremely sharp and will deeply cut your hand. Each year (*including this one*) SCS has several incidents of this kind.

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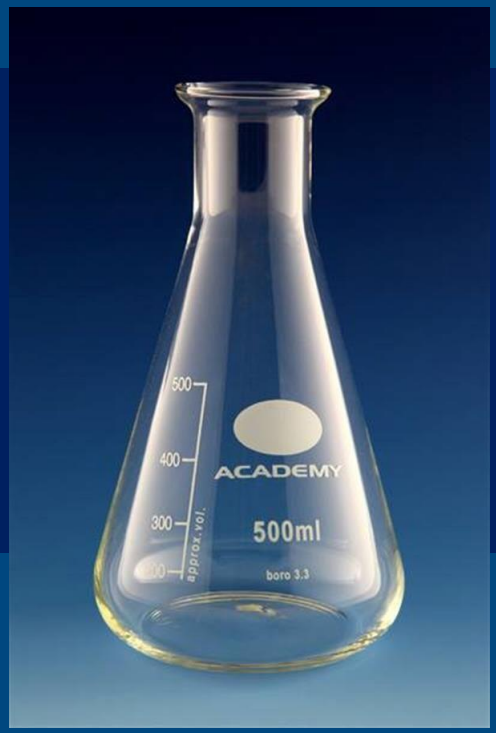
These are Alisha's hands

Reaction safety What causes the most lab incidents?



Cuts due to broken glass are the main source of injuries needing first-aid treatment each year at SCS !

Take care in attaching hoses to any glass equipment, capping NMR tubes, using glass pipettes and disassembling gas manifolds

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Reaction safety Syringes

Syringes are used to safely transfer solvents and reagents into reaction vessels through rubber septa

Disposal plastic syringes are suitable for many uses

Add the solvent or reagent carefully – the needle can pop off if pressure builds up, and the syringe contents will be sprayed across you and your surroundings

Luer lock syringes MUST be used for any transfer of toxic or corrosive reagents

Ensure the needle is securely twisted in place

Ask your supervisor or professional staff if you need help to get hold of a Luer lock syringe.

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SCS safety Incidents and spills

One of the purposes of the Take 5 assessment is so that you know how to deal with potential reagent spills -before they happen.

Consider reagent quenching, disposal and spill clean-up measures. Warn researchers nearby if appropriate.

Are there volatility, flammability or toxicity issues to manage?

Spill kits are required to be available in all labs. Consult your professional team member if uncertain.

In the event of a spill, make sure a PiC is notified immediately so the clean-up can be managed.

Don't tackle a large solvent spill alone.

If in doubt, evacuate and call 111

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SCS safety Fire

Fire extinguishers can be found in every lab (CO_2 and powder)

Only tackle small fires. If no progress is made after 20 seconds trigger the fire alarm and evacuate. Call 111

Particular dangers are pyrophoric materials (NaH, LAH) and organic solvents. If you are able, remove solvent containers from the site of the fire and secure in solvent cabinets.

If the fire was in your area, inform the fire warden or SCS staff at the SCS fire alarm board at the Symonds St steps after evacuating. Explain to any wardens why you must speak to staff.

Notify your supervisor or PiC immediately

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SCS safety First aid

First aid cabinets are on every floor of 301 and 302

Smaller first aid boxes are available in labs

Diphoterine spray should be used immediately on any chemical burn (solvent, acid, base but not HF). Can be used in eyes. Ask your supervisor or a PiC where it is kept in your laboratory.

Immediately notify your supervisor or PiC.
If there is any doubt, call 111 and request an ambulance

Obtain the relevant MSDS to assist medical staff and accompany the patient to hospital

If you have an existing medical condition (known allergies, asthma) make sure notify your supervisor and PiCs

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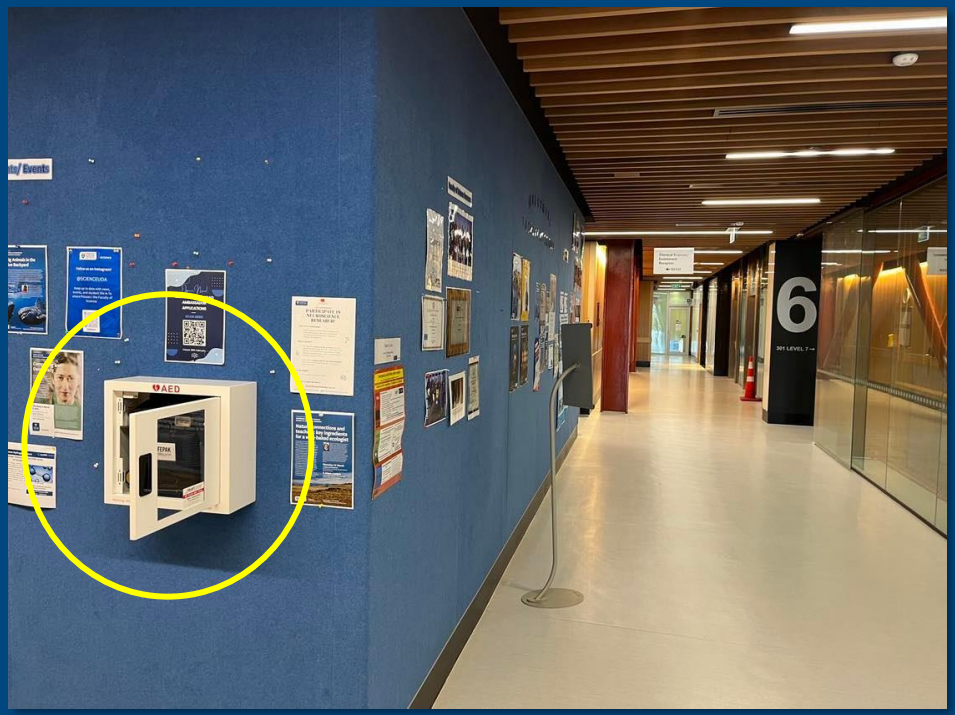
SCS safety Defibrillator

302 Level 6 near the lifts and 302 Ground near the green helpdesk.



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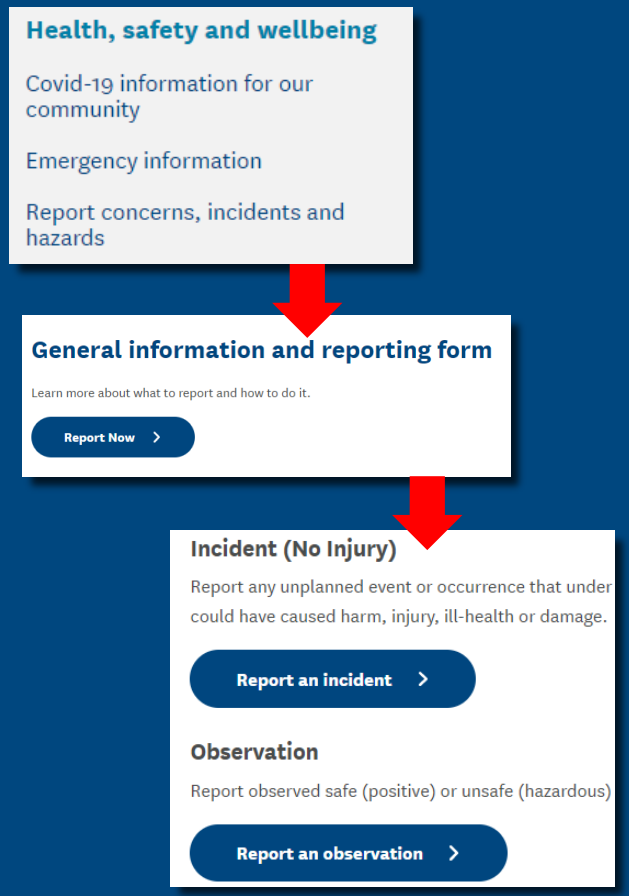
SCS safety improvement Incident reporting **



An incident or near-miss or accident needs to be reported, so that we can understand any problems and avoid them in future.

Any use of first aid requires an incident form to be submitted.

See your professional staff team member for assistance in completing the online incident form on the UoA website

No blame is attached to reporting!

All this information is very valuable in working out the best H&S plans and keeping everyone safe at all times. Make sure to submit a form each time.

If you have any concerns about any issue anywhere in SCS don't hesitate to contact SCS H&S staff, your supervisor, PiC or professional team member. Ensure you are satisfied that the issue has been addressed.

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SCS safety improvement Incident reporting

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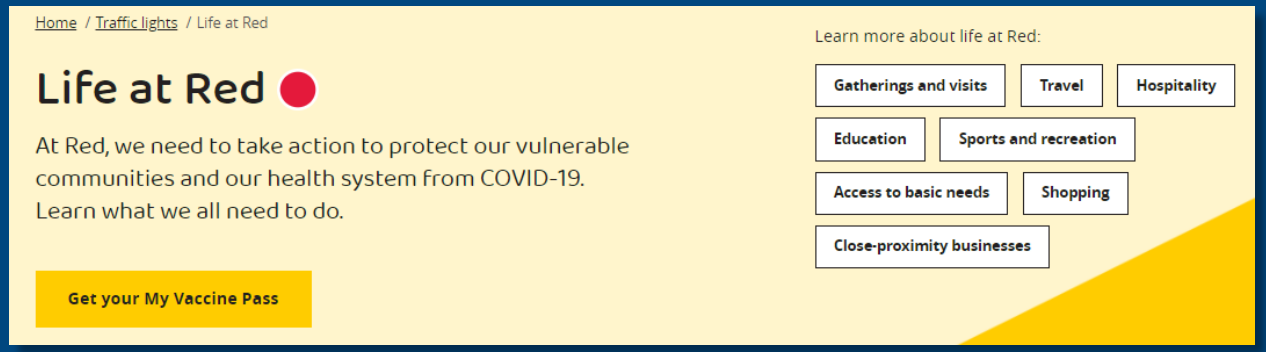
SCS & COVID



vaccinepass.auckland.ac.nz

On-site work only where necessary

Upload your vaccine pass, wear a mask on campus, observe social distancing

Lab research carries on

Work from home if you don't require lab facilities

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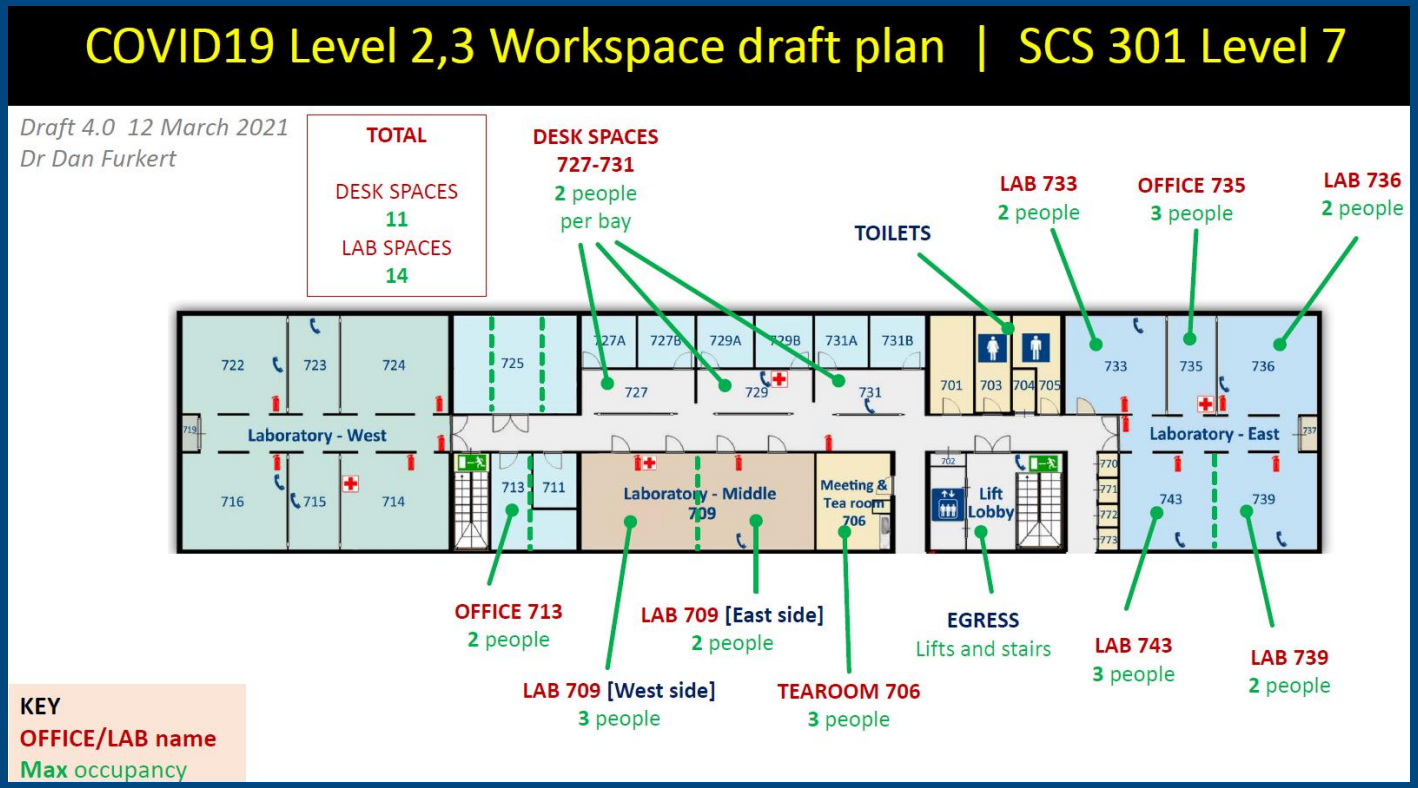
COVID Levels Lab and office work



Lab & office access, and personnel limits are by approval (*e.g. floorplan above*).
You must adhere to them.

Bathrooms and other shared spaces
may have special arrangements.

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COVID Levels Risk assessment

COVID19 Level 2,3 Workspace draft plan | SCS 301 Level 7

Draft 2.0 *24 Aug 2020*
Dr Dan Furkert

GENERAL SAFETY CONSIDERATIONS

ACCESS is requested for a maximum of 35 people to work in these labs at one time
21 in the MAB,DPF research group and 14 in the JS group

LAB USE	*Numbers for **maximum occupancy** are indicated on the floorplan (previous page). Lab users should exercise discretion in maintaining **1m physical spacing** during work, paying particular attention to **workflow pinch points** such as sinks, communal instruments/equipment, corridors and entry/exit points. **Lab managers** are asked to reduce occupancy or apply a roster system if necessary to maintain spacing.*
TOILETS	*These are in **normal usage**. Users are asked to use common sense and wait if necessary, to maintain **1m physical spacing** during entry/exit and hand washing.*
ACCESS	*Everyone who enters the floor must sign the access register in the lift lobby. Full contact details of all lab users must be kept by the lab manager or professional staff member responsible for the area. Visitors or service personnel are permitted but must make contact with the lab manager or professional staff member responsible and supply their details. Researchers may access other areas in SCS including NMR and 302. Transfer between SCS and SBS is permitted.*
MASKS	*Masks or face coverings must be worn at all times in labs, offices and while moving around University property. **Disposable** masks must be worn in laboratories and workshops.*
GENERAL	*In all situations researchers are asked to apply common sense to maintain 1m physical spacing and conduct their daily operations so as to minimize any risk of spread of COVID19 should it be carried into the workspace.*

Risk assessments and procedures have been agreed and approved by FoS, and may sometimes seem unexpected. **You must adhere to them.**

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Real-time Safety Information UoA Alert app

Download from AppStore or Play Store by searching for 'UoA Alert'

UoA Alert is the official emergency and safety app of the University of Auckland. The app will send you important safety alerts and provide instant access to campus safety resources, information and other useful links.

See https://superuoa.custhelp.com/app/answers/detail/a_id/16329 for more

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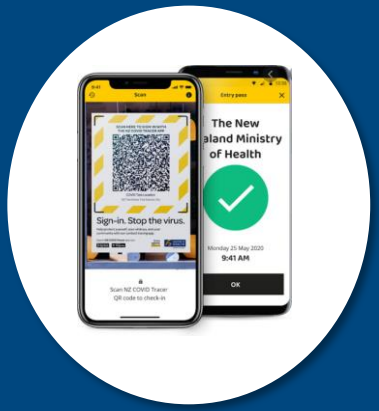
COVID Levels Summary

Confirm with your supervisor or PiC that you are permitted to access the offices or labs, before travelling to work at UoA. **Access only possible after official approval**.

On arrival check the working regulations and personnel numbers with professional staff or your supervisor

Use the government COVID Tracer app



Raise any questions or concerns about personal spacing, lab hours and permitted activities with your supervisor or professional staff, quickly

Please be patient with approvals and information supply.
There are many backroom processes to provide access to SCS.

Your access may be withdrawn if guidelines are not followed

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Seminar sign-off SCS form to submit

Complete the two forms at the end of the Guidelines document, scan and email back to fos.accessrequest@auckland.ac.nz
You need to include "Safety Forms" and your name in the subject line.
The originals should be kept in your lab book.

Farnaz will collate the emails at her end.

Download the guidelines pdf and print out the last two pages

Submit a copy of the completed and signed form to SCS reception

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SCS Safe working practice

We all need to wear personal protection equipment

Transport and store chemicals safely

Use chemicals according to safe guidelines

Dispose of waste safely

Know how to deal with incidents if they occur

Ask for help if uncertain or inexperienced !

Lab managers will provide technical advice, answer any questions, ensure the practices above are followed. Consult your SCS colleagues if necessary

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