



# LABORATORY SAFETY INSTRUCTIONS

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## 1. PURPOSE

It has been prepared in order to provide safe working conditions in the laboratories of Erciyes University Faculty of Veterinary Medicine.

## 2. RESPONSIBILITY

Faculty students and administrative and academic staff are responsible for all the rules to be followed in the laboratories during the current laboratory use.

## 3. APPLICATION

- Special care should be taken when opening and closing doors and entering and exiting a laboratory.
- Fire exits, height and eye showers should always be kept open and unobstructed.
- Smoking, eating or drinking, and wearing make-up are prohibited in laboratories.
- Personal protective clothing and equipment should be used in all laboratory work.
- When leaving the laboratory, these clothes should be removed to reduce the risk of contamination.
- Laboratory coats should be worn buttoned up in laboratory studies.
- Covering the body (not short sleeves, shorts or skirts) should be worn against spills and splashes.
- Closed shoes that cover the toes, heels and feet should be worn (open shoes and slippers are not suitable).
- Safety glasses and gloves should be used where there is a risk of injury.
- Safety glasses should be worn while working with chemicals.
- All substances (solid/liquid) should be considered potentially hazardous.
- It is forbidden to empty the liquid by mouth and pull the pipettes.
- All waste should be disposed of in containers that comply with laboratory waste system procedures.
- Unnecessary materials and apparatus should not be kept in the work area.
- All containers, bottles, and samples should be labeled to show the name, date, danger, and information requested by the system.
- The use of specially manufactured containers or bottles other than bottles, especially food/beverage bottles, in laboratories for any reason may cause major accidents.
- All containers and bottles, full or empty, must be properly stored and maintained.
- When the work is finished, the working environment and the materials used should be cleaned, all devices and installations should be turned off, and the used devices and materials should be put in their original places.
- Hands should be washed thoroughly when leaving the laboratory.
- In case of eye accidents, the eye should be washed with running water for twenty minutes while waiting for medical help.
- In case of injury, first aid should be requested or given, the unit official should be informed and the incident should be reported.
- In case of spillage, breakage or accident, supervisors should be informed as soon as possible.

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Quality Management Unit	Dean of the Veterinary Faculty



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- Chemicals or electrical devices should not be taken from their normal area to another area without prior information and risk assessment.
- Employees should make a regular risk assessment for the area where they work. No one else or responsible persons should be expected for this risk assessment.
- Fire extinguishers have been placed in appropriate places in the building and laboratory. In case of use of fire extinguishers, the building manager should be informed so that the fire extinguisher can be changed and refilled. The use of fire extinguishers for purposes other than their intended use is prohibited.
- It should not be worked alone in laboratories, it should be ensured that there is a second person within sensing distance or who knows the location of the employee.
- When handling chemicals or equipment, users should be fully aware of the potential hazards of that substance and equipment.
- All dangerous events and accidents must be reported.
- If an operation that has not been done before will be performed in the laboratory to be worked, a risk assessment should be carried out to identify possible hazards when this work is performed.

### General Rules To Be Followed When Working With Chemicals

- A suitable transport system, such as a transport basket, must be used when transporting chemicals in fragile bottles.
- Chemicals that may react with each other should not be transported together. • Fume hood must be used when working with toxic, volatile and smelly substances.
- The area of skin that comes into contact with chemicals should be washed regardless of the concentration of the chemical.
- Open flames or sparking devices should be kept away from flammable liquids and vapors.
- All chemical containers and bottles should be kept closed except for use. This limits the mixing of vapors into the environment and reduces the risk of scattering.
- Swollen, leaking or suspicious chemical containers and bottles should not be used or opened, and the safety officer should be consulted.
- A risk assessment must be made before using dangerous chemicals.
- Fume hood must be used for toxic, high steam pressure and corrosive substances.
- While pouring chemicals, the label of the container or bottle should always be brought up to avoid damage and contamination by drops and streams.
- Acids or bases should not be poured directly from the carboys for filling small containers, they should always be siphoned.
- Never pour water on acids and solid caustics.
- Appropriate funnel or system should be used when transferring liquids from large containers to small ones. These small containers should be marked exactly as the larger ones.
- In case of doubt, no action should be taken, more authorized personnel should be consulted. Waste chemicals should not be poured out of sinks, they should be collected in specially marked containers for proper disposal and in principle should never be mixed together (unless it is known that the mixture presents no particular hazard).
- Glass dirty with chemicals should also be collected separately for disposal as hazardous waste.
- When entering a laboratory, attention should be paid to the location and functions of safety signaling devices.

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- Those who will work in the laboratory must have knowledge of these tools and signs before starting to work.
- During accidents that occur while working with chemicals, act according to the “*Chemical Material Accident Instruction*”.

### General Rules To Be Followed When Working With Radioactive Material

- Work according to the “Radioactive Substance Safety Instructions”.
- General rules to be followed when working with biological materials with a risk of contamination
- Employees of pathogenic agents are responsible for working with appropriate procedures by preparing laboratory environments in accordance with international standards according to the characteristics of the agents.
- During accidents that occur while working with infected material, act according to the Infected Material Accidents Instruction.

### 4. RELATED DOCUMENTS

- BYG-TL.02 Chemical Accident Instruction
- BYG-TL.03 Radioactive Material Safety Instruction
- BYG-TL.04 Infected Material Accidents Instruction

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