

Standard Operating Procedure

Title: Safety Procedure in Laboratory

4.2.5 Ensure action is taken to prevent injuries from occurring as a result of job related activities.

4.2.6 Ensure that visitors and service providers working in the laboratory comply with this safety procedure.

5.0 PROCEDURE

5.1 General Safe Laboratory Practices

5.1.1 All personnel must be acquainted with the location of safety equipment and emergency procedures in cases of fire, etc. Refer to *Site Emergency Response Plan* SOP for emergency procedures.

5.1.2 All laboratory personnel should ensure that the work area is decontaminated before work commences and after the work has been completed and that the work area is free from objects not relevant to the work being undertaken.

5.1.3 In order to maintain a safe working environment, laboratory personnel must follow good housekeeping practices and carry out housekeeping duties as outlined in SOP **LAB-105** *Laboratory Housekeeping and Glassware Cleaning*.

5.1.4 All laboratory personnel should not lift heavy objects without the aid of an additional person or the use of a lifting aid.

5.1.5 A 'Wet Floor' sign must be displayed when liquid is on the floor to prevent injuries occurring.

5.1.6 Hands must be washed thoroughly before leaving the Laboratories.

5.1.7 Long hair may constitute both a fire risk and risk of contamination; therefore it must be tied back with a hair band.

5.2 Personal Protective Equipment

5.2.1 All personnel entering the laboratory must follow SOP *Personal Protective Equipment Policy* and wear appropriate PPE to reduce the risk of exposure to hazards.

5.2.2 Safety glasses must be worn at all times within the Quality Control Laboratory.

5.2.3 All GMP site personnel, visitors and contractors should ensure that their PPE is properly fitted and maintained in a clean and serviceable condition.

5.2.4 Protective shoes with covered toes and a non-slippery sole must be worn within the laboratories.

5.2.5 Protective clothing must be removed before leaving the building.

5.3 Storage, Labelling and Handling of Chemicals

5.3.1 A risk assessment must be carried out for all chemicals in the laboratory. All chemical containers and decanting vessels must be appropriately labelled.

5.3.2 Consult the relevant Material Safety Data Sheet (MSDS) to find information relating to the material such as its properties, proper handling and storage, first aid

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5.7 Accidents

5.7.1 Safety or environmental incidents (accident or hazard near miss) must be reported by laboratory personnel as prescribed in SOP *Hazard Identification and Incident / Accident Investigation Report*.

5.7.2 For the location of fire alarm, safety showers, fire blankets, first aid kit, fire hose reel, eye wash stations and safety glasses refer to SOP *Site Emergency Evacuation Plan*, which is displayed on the Laboratory notice board.

5.7.3 Operation of Safety Shower

5.7.3.1 Stand the affected person under the showerhead; pull the loop handle down to start the flow of water. The required time for washing depends on the nature of the irritant.

5.7.3.2 Push the loop handle up to stop the flow of water.

5.7.3.3 Contact the First Aid Officer for further instructions.

5.7.3.4 Mop up any remaining water under and around the area of the safety shower.

5.7.4 Operation of Eye Wash Fountain

5.7.4.1 Stand the affected person in front of and leaning over the sink.

5.7.4.2 Pull the eye wash fountain out of its receptacle.

5.7.4.3 With the fountainhead face up, gently squeeze the handle towards the hosting to create a flow of water.

5.7.4.4 Position the fountain so that the flow of water gently flushes the eye. The required time for flushing eyes depending on the nature of the irritant.

5.7.4.5 Release the pressure on the fountain to stop the flow of water. Holding the fountain head allow the eye wash fountain to retract into its receptacle.

5.7.4.6 Contact the First Aid Officer for further instructions.

5.8 Compressed Gasses

Note: The compressed gas cylinders (Nitrogen and Helium) are housed in the Boiler Room, situated on the side of the Manufacturing Building facing the Building 1 executive sheltered car park. The Laboratory Attendant is responsible for the keys to this room.

Note: Compressed gas cylinders (Helium, Nitrogen and Air) are also located outside the Quality Control Laboratory in an enclosed cage to supply the GC.

5.8.1 The designated person entering the Boiler Room must wear appropriate PPE such as ear protection, safety glasses and safety shoes.

5.8.2 When a gas cylinder runs low, the outlet valve on the cylinder must be turned off, and disconnected from the pressure regulator.

5.8.3 The empty gas cylinder is then taken away, using the cylinder trolley with cylinder securely fitted in, and stored in the designated area for empty gas cylinders.