

- Appropriate Personnel Protective Equipment (PPE) must be worn in the laboratory at all times.
- Headphones and earphones and personal media devices must not be used in the Laboratory.
- PPE must not be worn in public areas outside the laboratory.
- Sturdy enclosed footwear must be worn at all times.
- Safety shoes must be worn when using heavy equipment.
- Food or drinks, and the application of make-up are not permitted in the laboratory.
- Use a Residual Current Device (RCD) with any portable electrical equipment – note: most H20 & H22 power circuits are now protected.
- Report all Incidents or Hazards to lab staff/supervisor and through the online reporting system in myUNSW if required.
- Please keep work area tidy, and clean up on completion of work.
- High risk activities (eg using the saw bench, operating the forklift, etc.) must be done by Staff.
- Medium risk activities (eg using concrete mixer, etc.) must be supervised by Staff.
- Only Registered Students will be admitted to the laboratory – all laboratory users must first complete a RIPA (Registration, Induction and Project risk Assessment) folder, online Laboratory Safety Awareness training, and online Green Lab training.
- Follow 'Working alone or after hours protocol' when working outside normal hours.
- Any contractors or visitors must be inducted and/or under full supervision by Laboratory Staff. A HS805 Contractor induction checklist must be completed. Where appropriate, a Lab Clearance Certificate must also be completed.
- Do not provide access to unauthorised persons. If in doubt, contact laboratory staff.
- Do not touch any equipment not associated with your project.
- Do not borrow equipment from other experiments without contacting Laboratory Staff.
- All hazardous chemicals and samples must have the manufacturer's label or a hazard label (eg: ChemaAlert).
- All chemicals and contaminated solids must be disposed of in the relevant labelled waste containers.
- Dispose of all samples and chemicals when your project is completed.
- All required HS courses as advised by your supervisor must be completed.
- Chemicals must be logged in SciQuest ERM & have a barcode. Barcode must be removed before disposal and placed on the 'Chemical Disposal Bar Code Sheet'.

I _____ agree to follow the above mentioned requirements, and understand that failure to comply with these Safe Laboratory Practices and the UNSW Safety Procedures can result in removal of my access to laboratories.

Date: ___/___/___

Signature: _____