

Note: **Highlighted** points relate specifically to Lab/Area Custodians

General requirements for laboratory safety

1. Laboratory HSE hazards will be identified and the related risks will be assessed and eliminated or actively managed. The assessment and proposed control measures will be recorded in the work group/team's [HSE Risk Management Plan \[docx · 1mb\]](#) (see [HSE Risk Management Procedure](#)).
A HSE Risk Management Plan will be developed, implemented and regularly reviewed for all work conducted within the laboratory.
2. Safe methods of work which conform to relevant legislation and CSIRO requirements (see Appendix 1, [Laboratory Safety Requirements \[pdf · 1mb\]](#)) will be applied and used by staff members and CSIRO affiliates to manage work conducted in the laboratory.
3. Safe Work Instructions (SWIs) at the local level will be developed and implemented for laboratory work.
4. PPE will be used as a control measure, or in conjunction with other control measures, only where it is not practicable to eliminate or minimise the risk to health and safety through the use of higher order control measures.
Staff members, CSIRO affiliates and visitors must use PPE provided in accordance with any information, training or instruction provided at the workplace.
5. Laboratory Custodians will be the single point of contact for day-to-day HSE issues and the operation of laboratories. In large laboratories and process bays there may be separate Custodians for both the physical space and the individual items of equipment.
6. All laboratories and facilities will be sign-posted to indicate the hazards, PPE requirements, and a contact name and telephone number.
7. Where a safety sign is required to control an identified risk associated with the use, handling, generation or storage of a hazardous chemical, including gases, the safety sign will:
Display a warning of the particular hazard associated with the hazardous chemical(s); or state the responsibilities of a particular person in relation to the hazardous chemical(s).
Be located next to the hazard, and be clearly visible as the hazard is approached.
8. Plant and equipment will be maintained in a safe condition.
9. Waste (including hazardous chemicals) will be disposed in accordance with relevant Commonwealth, State and Territory legislation and local council requirements.
10. Laboratory audits and inspections will be carried out regularly.
11. Information, training, instruction and adequate supervision will be provided to staff members and CSIRO affiliates conducting work in a laboratory.
12. Records will be kept of HSE Risk Management processes, including SWIs, training, maintenance and testing, using the CSIRO Records Management System.

Manager's responsibilities

Managers will:

- Ensure that safe methods of work (SWI) which conform to relevant legislation and CSIRO requirements are developed and used by staff members and CSIRO affiliates to manage work in the laboratory and associated facilities.
- Ensure a HSE Risk Management Plan has been established, in consultation with the work group/team, with appropriate control strategies identified and implemented (see [HSE Risk Management Procedure](#)). Additional hazard specific Risk Control Plans will be prepared and approved as required (such as a [Gas Safety Risk Control Plan \[docx · 1mb\]](#), [Biological Risk Control Plan \[docx · 1mb\]](#)) prior to the commencement of work.
- Ensure a Laboratory Custodian is appointed to the laboratory, facility, or individual items of equipment, as required.
- Ensure that no new projects significant variations of current work, and no new staff members or CSIRO affiliates commence work in a laboratory or facility without the Laboratory Custodian being consulted and agreeing to the proposed arrangements. Where necessary, other relevant staff members and CSIRO affiliates (including CSIRO Property Services) will also be consulted before any changes are made.
- Consult the Laboratory Custodian, staff members, CSIRO affiliates, HSE staff and specialists to ensure all hazards are identified, the risks assessed and appropriate control strategies are developed and implemented in the laboratory or facility.
- Ensure PPE is provided, maintained and worn as required. Safe work practices are noted in the staff member's or CSIRO affiliate's laboratory notebook (as appropriate).
- Emergency procedures are in place, and required equipment is available and maintained in order to manage emergencies in the laboratory.
- Conduct audits and reviews of laboratory safety.

Laboratory Custodian's responsibilities

The Laboratory Custodian will:

- Ensure appropriate Safe Work Instructions ([SWIs](#)) and Risk Control Plans (such as [Hazardous Substances Risk Control Plans \[docx - 1mb\]](#)) SDS are provided and followed when using plant, equipment and hazardous chemicals in the laboratory.
- Ensure all activities performed in the laboratory are undertaken by appropriately trained, and, where appropriate authorised, staff members and CSIRO affiliates. The Laboratory Custodian will provide training, where appropriate.
- Ensure the necessary approvals or authorisations, information (MSDSs), chemical and plant registers, and signage are maintained in the laboratory for which they are responsible.
- Ensure PPE provided is used in accordance with any information, training or instruction provided at the workplace.
 - Assist managers with conducting audits and reviews of laboratory safety, and ensuring laboratory housekeeping inspections are conducted on a regular basis.
- Ensure all laboratory equipment is maintained in a safe working order. This includes organising functional maintenance (such as electrical testing and tagging) of the plant and equipment, and maintenance of any consumables.
- Manage the addition, removal or modification of plant, equipment and hazardous chemicals in accordance with the relevant CSIRO Procedure (see [Plant Safety Procedure](#), [Hazardous Substances Safety Procedure](#), [Gas Safety Procedure](#)). This includes:
 - Reviewing any modifications proposed for the laboratory.
 - Identifying and recommending the implementation of HSE improvements, where appropriate.
 - Placing a sign at the entrance to the laboratory: identifying the hazards in the laboratory, PPE requirements and the contact name and telephone number of laboratory custodian, and other relevant contacts.
- Dispose waste according to requirements
- In conjunction with the relevant manager, and HSE staff, ensure any incidents, unsafe conditions, spills or containment breaches are reported and investigated in accordance with the [Incident and Hazard Management Procedure](#).

Staff member's and CSIRO affiliate's responsibilities

Staff members and CSIRO affiliates will:

- Participate in the development, implementation and review the work group's/teams's [HSE Risk Management Plan \[docx - 1mb\]](#) and relevant hazard specific Risk Control Plans (see [HSE Risk Management Procedure](#)).
- Use the risk control measures which have been put in place, including attending training provided.
- Use PPE provided in accordance with any information, training or instruction provided at the workplace.
- Follow the instructions of the Laboratory Custodian with respect to HSE requirements including complying with any SWIs established for the laboratory.
- Record safe work practices in their laboratory notebook (as appropriate).
- Not use, add, remove or modify SWIs, plant, equipment, chemicals or infrastructure without prior consultation with the Laboratory Custodian and relevant manager.
- Maintain good housekeeping.
- Dispose waste according to requirements.
- Report to the Laboratory Custodian, or relevant manager, as soon as possible, any situation which could affect their health or safety, or any issues with the laboratory equipment, materials, chemicals or infrastructure.
- Promptly report HSE incidents, near-misses and hazards in the laboratory to their manager and the Laboratory Custodian. An incident report will then be logged in SAP.

HSE staff responsibilities

HSE staff will:

- Provide advice and assistance in the identification of hazards and implementation of risk controls associated with work in the laboratory.