**OHS INSTRUCTIONS DESIGNATED FOR A PERSON EMPLOYED IN A BIOCHEMICAL LABORATORY**

**GENERAL PROVISIONS :**

A biochemical laboratory can employ an employee who:

1. Is 18 years old.
2. Holds appropriate professional qualifications.
3. Is in good health, confirmed by a medical certificate stating that there are no contraindications to perform work requiring contact with biological material and chemical substances.
4. Underwent training devoted to occupational health and safety, in particular covering the skill of using personal and fire protection equipment.

**Students and PhD students are allowed to stay in the laboratory, help in the analyses as well as perform simple laboratory activities on their own, only when an employee is present or during classes. Students are required to read and observe the general health and safety rules and follow the instructions of a laboratory employee.**

**BASIC ACTIVITIES PRIOR TO STARTING WORK:**

EMPLOYEE SHOULD:

- familiarize oneself with the applicable regulations and standards corresponding to the scope of performed works;

- determine the sequence of activities to be performed;

- prepare the test material, devices, small laboratory equipment and chemical reagents

**RULES CONCERNING SAFE WORK IN A BIOCHEMICAL LABORATORY:**

1. Laboratory personnel is obliged to make sure the laboratory is clean and tidy.
2. One is to consider any biological material as potentially infectious.
3. When working with biological material and in situations when health risk occurs, one is to use personal protective equipment (protective clothing - apron, gloves).
4. Protective clothing is to be stored in designated areas (cloakroom, wardrobe, etc.).
5. Only the equipment currently needed to perform work should be present on the tables.
6. Unused small laboratory equipment (for example, pipettes) should be put aside for permanent storage and kept in such a condition so that it could be re-used for work.
7. One is not allowed to use laboratory equipment contrary to its intended use.
8. One is not allowed to use laboratory utensils for food related purposes nor eat in the laboratory.
9. Laboratory employees are required to be familiarized with the properties of the chemicals used - reagents and methods of protection against their effects as well as the methods of first aid.
10. Reagents are to be stored in designated areas observing the storage recommendations.
11. All reagents and chemicals are to be stored in containers equipped with clearly marked labels, indicating their content in a clear manner.
12. One has to refer to reagent’s specification on its label prior to using it.
13. One is to use appropriate thermal insulation containers for the transport of reagents or samples.
14. No solids should be thrown into the sinks. Moreover, blood samples, concentrated acids, bases or poisons should not be poured out.
15. After the analysis samples of biological material, test tubes, pipette tips, used cuvettes and plates, as well as gloves and swabs should be stored in appropriate containers for later disposal.
16. Basic slides and other glass laboratory equipment intended for disposal is to be stored in a special, labelled container designated for glass.
17. After completing the analyses, one has to clean up the workplace, wipe the countertops and laboratory equipment using a disinfectant.
18. After finishing work one has to check whether the water taps are closed properly and switch off the electric receivers, except for the devices in standby mode.

**PROCEDURE IN CASE OF EMERGENCY:**

- in case of a fire, one has to follow the fire protection instructions strictly, those instructions should be read by each employee;

- in case of poisoning with chemical substances, one is to provide the injured party with first aid following the instructions and call for medical help;

- one is to immediately notify the superior about each emergency.

**FINAL PROVISIONS :**

- in case of doubts concerning the performance of work in a safe manner, the employee has the right to discontinue the performed activities and ask the supervisor to clarify the situation;

- one is to report any accident which took place at work to one’s supervisor and leave the workplace in the same state the accident occurred in.

APPROVED

Date and signature of the Employer

For mandatory based on the regulation issued on the 26th of September 1997 on general health and safety regulations (Journal of Laws No. 129, item 844)