

Health and Safety policy for Faculty of Archaeology laboratories: C0.22 (Human Osteology and Zoology chemical lab), D1.14a (Palynology lab) and D1.16a (Archaeological Sciences lab).

This document provides what is considered the basic Health and Safety principles with relevant links to more detailed information.

Faculty of Science Protocols (rules, regulations and procedures) are to be applied to all Faculty of Archaeology laboratories named above.

The Protocols can be found at *J:\Workgroups\ARCH\BIOARCHAEOLOGY\Safety protocols* and on the staff website of *Faculty of Science\Buildings & Facilities\Workplace\ Working at a lab\tab science*.

Some details may apply solely to the Faculty of Sciences and may not be fit for purpose in the Faculty of Archaeology. When these are encountered please contact a laboratory assistant or Head of Laboratory for further guidance.

Material Safety Data Sheets are available at *J:\Workgroups\ARCH\BIOARCHAEOLOGY\MSDS* and there are hardcopies in the laboratories **Please read them**. They provide information on a range of safety issues.

A brief summary of Health and Safety protocols follows:

- **HAZARDS**

Risk assessments - These are performed beforehand in order to eliminate or diminish hazards by taking the right measures. Please fill out the Task Risk Analysis form with the assistance of a lab assistant. It can be found at *J:\Workgroups\ARCH\BIOARCHAEOLOGY\Task Risk Analysis*.

Personal protection - A lab coat and safety goggles must be worn at all times. In addition, use relevant personal protection equipment required for a specific task (e.g. when required gloves or a mask).

Foot wear - Shoes must be worn that cover your feet. Also, please ensure legs and ankles are covered.

- **CHEMICALS**

Read the relevant sections of the Material Safety Data Sheet before use.

Take the suggested measures related to the substance being used (e.g. working in a fume cupboard if necessary).

Chemicals left during the working day in the fume cupboards must be labelled.

Chemicals are not to be stored in the fume cupboards. They should be put back in the chemical storage cabinet once you have finished your work or at the end of each day. The chemical cabinets are locked by the Laboratory Assistant (who keeps the key).

Store the chemical in the appropriate container and at the designated location inside the chemical storage cabinet.

All chemicals placed in the chemical storage cabinet must be clearly labelled (with identification of substance, concentration, preparation date &/or expiry date, your name).

Dispose of waste chemicals in the correct waste container (see

J:\Workgroups\ARCH\BIOARCHAEOLOGY\Waste for details. Any uncertainty please ask the laboratory assistant). **NEVER, EVER POUR CHEMICALS DOWN THE DRAIN.**

- **SHARPS**

Used needles, broken glassware, used blades of any description, and any other sharp debris should be placed in the relevant waste container (not in the general waste bin). When handling broken glass please wear the protective gloves provided.

- **WORKING ALONE**

Office hours for the laboratories are 8 am until 5 pm. Outside these hours there is no BHV emergency response team present. Therefore, restrictions apply to working outside office hours, including the type of work that may be performed during these times. High risk activity is not allowed outside office hours. Low risk activity is allowed if the researcher informs the Head of Laboratory and signs the register at the front desk on arrival and signs out on departure. Please consult the Head of Bioarchaeology about working alone out of working hours if you have queries.

- **ACCESS**

The laboratories can be used by staff and PhD students when they have informed the relevant Head of Laboratory the times they will work and the activity they will undertake. If high risk activities are undertaken then the researcher must be accompanied by another relevant qualified person (Head of Bioarchaeology will decide if a person is qualified or not to fulfill this role. They could be, for example, a Laboratory Assistant, a Head of Laboratory or a PhD supervisor).

BSc students, MSc students and third party personnel must also inform the relevant Head of Laboratory about when and what they wish to do. They then can use the laboratories under the supervision of a laboratory assistant or another relevant qualified person.

- **EMERGENCY**

Major incidents – These should be reported as soon as possible by telephoning:

In office hours (071 527) 3501.

Outside office hours 4444.

National Fire Service or Ambulance (0) 112

Report any (potential) incident within 24 hours via incident@bb.leidenuniv.nl. Please mention your name, phone number, date, time and the nature of the incident.

Work-related accidents that involve serious and potentially lasting harm and/or exposure to hazardous agents should be reported as soon as possible via the internal alarm number. Please also report the accident to the secretariat of the Healthy, Safety and Environment (HSE/VGM) department via (071526)8015.

Minor incidents - Please report dangerous situations, near misses and minor accidents at https://fd7.formdesk.com/universiteitleiden/LEI_meldingsformulier_ongeval

Needle-stick injuries should be immediately reported to the University doctor by telephoning (071526) 8015

- **FIRST AID**

The laboratories are equipped with a first aid kit and an eye shower for use when necessary.

Emergency showers are located outside the laboratories (please find the exact location of these before you start work). The recommended time to rinse is 15 minutes.

Fire extinguishers (water and foam) can also be found outside the laboratories.

- **EVACUATION**

Evacuation occurs when a slow-whoop signal is given. When sounded follow the escape route signs. BHV emergency response teams (who wear orange vests) will assist with the evacuation process. Do not use the elevator. The assembly point is either the Faculty garden on the Plesmanlaan side of the building or in case of bad weather the building of Hoogheemraadschap (across the street opposite to main entrance of the van Steenis-building). The team leader of the BHV emergency response team will decide which assembly point is chosen. Always follow the instructions of the BHV emergency response team, even if they contradict other signs or instructions.