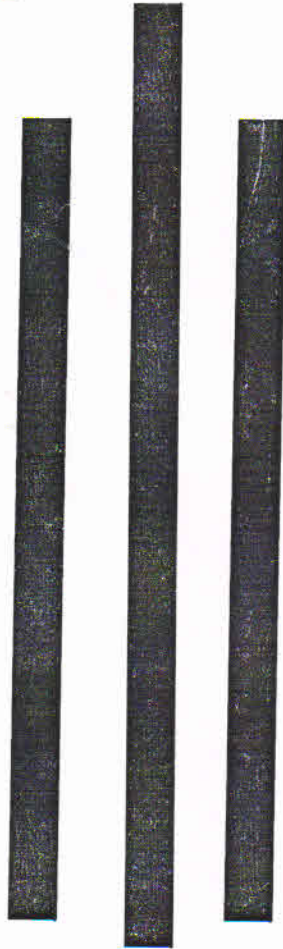


# Policy for Laboratory Safety and Security



**University of Kashmir**

[www.kashmiruniversity.ac.in](http://www.kashmiruniversity.ac.in)

## **Rationale of the Policy**

The policy entitled 'Laboratory Safety and Security Policy' cover the standard operating procedures (SOPs) that apply to laboratory work of the University involving the use of hazardous chemicals, hazardous biological materials, and/or operations with a high degree of risk. The basic aim of the policy is to ensure not only a healthy and safe working place and safe work practices for its faculty, staff, students and visitors in the University but also adequate protection and maintenance to the equipments in the laboratories.

## **Safety Mission**

University of Kashmir is committed to promote a healthy and safe working place and safe work practices in laboratories for its faculty, staff, research scholars, students and visitors. The University's laboratory safety programme depends on every stakeholders participation and cooperation and their commitment to perform their laboratory functions in a way that is safe for themselves and their coworkers.

## **Scope of the Policy**

This policy applies to all laboratories being used for practical, research or clinical purposes under the auspices of the University by all Campuses/Departments/Centres. These guidelines reflected in the policy shall also be applicable to faculty members, scholars, students and technical staff who work in laboratories of the University. The policy shall also be applicable to visiting faculty members/scholars/students of other institutions who have access to University laboratories and associated areas.

## **Definitions**

- *Laboratory*: A research or clinical setting where research work shall have to be conducted in various scientific disciplines within such facilities where hazardous chemicals, radiation, or biological materials are handled or stored. The work conducted in such settings (laboratory) may include teaching or learning, research, clinical or diagnostic testing and analysis.
- *Scientific Discipline*: The scientific disciplines may include biology, chemistry, physics, botany and zoology to medicine, psychology, dentistry, engineering, agriculture and veterinary science.
- *Hazardous Materials*: Includes hazardous biological and chemical materials, but excludes materials hazardous solely by virtue of their radioactive properties.
- *Laboratory Personnel*: Includes faculty members, research scholars, students and employees working in laboratories.
- *Principal Investigatory (PI)*: A person designated as having the full responsibility for the oversight of a sponsored project as well as all administrative aspects, and financial and non-financial compliance aspects of the project.

## **Accountability**

As per the direction of the Vice-Chancellor, Dean Research shall be responsible for implementation and ensure compliance with this policy.

## **General Safety Principles**

1. Only authorized work shall be conducted in the laboratories.
2. Every faculty member, principal investigator, research scholar, student, and employees who are working in the laboratories shall be responsible for his/her the safety while working within his or her laboratories.
3. No faculty member, principal investigator, research scholar, student, and employees who are working in the laboratories shall be allowed to eat and drink in laboratories that use, store, or house any hazardous materials such as chemicals, biological materials, radioactive materials or animals.
4. First Aid materials shall be located in the laboratory and should be used whenever needed.
5. No refrigerators and microwave ovens in the laboratories shall be used for food storage or preparation.
6. The work areas (including floors) in the laboratories shall be kept clean and uncluttered. The work areas shall be cleaned after the work is finished or at the end of each lab or workday.
7. The personnel working/posted in the laboratories shall follow the proper dress code mandate for the purpose at all times. This includes long pants and closed-toe footwear and it is incumbent upon all the stakeholders to adhere to these guidelines especially when dealing with hazardous material or working with animals. Hair must be secured accordingly.
8. The personnel working/posted in the laboratories shall wear an appropriate level of Personal Protective Equipment (PPE) at all times when hazardous materials such as chemicals, biological materials, radioactive materials, animals or equipment, are used.
9. The hazardous materials shall be properly labeled and stored for a safe laboratory work environment.
10. The faculty members, principal investigators, and technical employees working in the laboratories shall be responsible for ensuring that all research scholars and students are adequately trained before working in their laboratories. Individuals working in laboratories shall have to follow standard operating procedures before performing any activity in their laboratories.
11. Proper disposal of waste chemicals shall be observed through best management practices for waste generation, handling, and disposal.
12. The personnel working in laboratories shall report promptly to the concerned University authorities in case any hazardous material spills in the laboratory. The concerned authorities shall follow the requisite procedures devised for the purpose.
13. Bags, books, and other paraphernalia unnecessary to the experiment to be performed shall be placed away from the experiment area.

## **Responsibilities**

### **1. *Dean Research shall be responsible for:***

- Developing, implementing, and maintaining all university programmes concerning safety and environmental compliance while maintaining appropriate scientific knowledge of the materials, techniques and practices utilized, in collaboration with researchers and experts.
- Assisting faculty members, principal investigators, research scholars, students and other laboratory personnel in risk assessment and risk mitigation including recommending or requiring safety equipment as necessary.
- Performing periodic inspections to confirm compliance;
- Providing and documenting generally applicable training for laboratory personnel concerning the requirements of this policy and their responsibilities;
- Providing guidance for the preparation of documents and lab-specific training programmes required by this policy;
- Maintaining current knowledge concerning the requirements for storage and use of regulated materials in the laboratory;
- Investigating injuries, illnesses, or incidents in laboratories and communicating recommendations to appropriate personnel;
- Participating in research oversight committees and reviewing protocols for safety and compliance;
- Acting as the point of contact between the University and the governmental entities charged with enforcing the regulatory requirements represented in this policy; and
- Halting work in laboratories where lack of compliance with requirements represents a danger to individuals.

### **2. *Heads/Directors of the Departments/Centres shall be responsible for:***

- Ensuring that all departmental faculty and staff members understand and take seriously their roles in implementing the requirements of this policy; and
- Ensuring an appropriate and safe workspace is provided for work being performed.

### **3. *Faculty Members, Principal Investigators, research scholars and students working in laboratories shall be responsible for:***

- the safety and supervision of individuals working within his or her laboratories;
- Ensuring that each individual working within the lab is provided with appropriate training on safety and regulatory requirements and ensuring that their laboratory personnel receive the appropriate procedure-specific instruction and are proficient at performing those procedures;
- Ensuring that each individual working within the lab is provided with any needed medical surveillance and/or medical support services required by their work;
- Ensuring that required safety equipment and personal protective equipment are provided, maintained, and used;
- Ensuring that specific standard operating procedures incorporating safety considerations are developed and observed;
- Ensuring that prompt action is taken to correct any unsafe acts or conditions which have been observed or reported, whether through inspections or other routes; and

- Being familiar with reading, understanding, and implementing all requirements associated with specific programmes.
4. *Technical staff working in laboratories shall be responsible for:*
- Complying with all safety requirements for the work being performed;
  - Participating in required training programmes
  - Wearing appropriate lab apparel and using personal protection equipment (such as lab coat, safety glasses, gloves, etc.);
  - Utilizing the appropriate safety equipment properly (such as the fume hood);
  - Reading, understanding, and following the established standard operating procedures;
  - Obtaining information prior to using an unfamiliar hazardous material or performing a new task; and
  - Informing the Head of the Department/concerned faculty member/ principal investigator/or designated responsible authority of any accident or unsafe conditions.



Signature of Dean Academic Affairs

*Dean Academic*  
*University of Kashmir*  
*Srinagar-190006*