
Overview

This standard cover performing basic laboratory activities in a Home Office designated establishment. Basic activities are those which require limited judgment from the operator and involve following set guidelines and standard operating procedures. Activities include:

1. checking equipment and conditions
2. cleaning and preparing equipment
3. monitoring equipment for faults
4. replenishing laboratory apparatus and materials
5. completing any necessary documentation
6. working safely at all times

Responsibility is limited to carrying out the defined procedure. Any deviations from the standard operating procedures are referred to others for action.

This standard is for those who carry out basic laboratory activities using prescribed standard operating procedures in a Home Office designated establishment.

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Performance criteria

You must be able to:

- P1 use personal protective equipment correctly
- P2 identify any hazards associated with handling equipment and materials
- P3 take appropriate action against identified hazards
- P4 clean and clear laboratory surfaces and the work area prior to activities
- P5 keep the laboratory clean, tidy and in a safe condition for users
- P6 clean reusable equipment and confirm that it is in a serviceable condition
- P7 obtain accurate information about the requirements for equipment and materials for activities
- P8 confirm that the correct equipment, materials and services are available and fit for purpose
- P9 check the condition of equipment for faults or defects regularly
- P10 notify the relevant people when faults are identified
- P11 maintain supplies of materials to users as required
- P12 use laboratory services correctly and safely in accordance with working practices
- P13 dispose of waste materials safely and in accordance with health and safety requirements
- P14 work safely at all times, complying with health and safety, environmental and other relevant regulations and guidelines

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Knowledge and understanding

You need to know and understand:

- K1 your personal responsibilities with regard to health, safety and the environment in the working area
- K2 your legal responsibility for your own health and safety, and the health and safety of others
- K3 working practices that ensure that the laboratory working environment is conducive to good health
- K4 approved codes of practice/ working practices and why it is important to follow them at all times
- K5 how to identify appropriate equipment
- K6 how to maintain the appropriate equipment
- K7 how to identify defective equipment and the appropriate action to take
- K8 what materials are used
- K9 the handling characteristics of materials used
- K10 the methods of safe handling, storage, and use of materials
- K11 how to use laboratory services correctly in accordance with working practices
- K12 why it is important to keep the laboratory clean and tidy, and how to do this
- K13 what cleaning methods to use
- K14 when and how to use personal protective equipment
- K15 what are the procedures for the safe storage and handling of materials and equipment
- K16 how to identify hazards, and what action to take
- K17 when to use risk assessment procedure, and what it is
- K18 who are the relevant people to notify regarding problems

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Glossary

Information may be obtained from the following: supervisor, line manager, requests from colleagues, or detailed in the work instructions.

A hazard is something with the potential to cause harm; a risk is the likelihood of a hazard's potential being realized. Hazards to include chemical, biological and / or physical (heat, cold, electricity, noise, weight, size.) Hazardous incidents could include all potentially dangerous accidents and incidents associated with equipment and materials, such as emergencies, fire, release / spillage of hazardous materials, faulty equipment and / or materials, major service failure.

Waste materials could be any of the following: chemicals, biological materials, wet waste, sharp objects and broken glass

Regulations and guidelines to include **all** relevant health, safety and environmental regulations, organisational procedures and guidelines, standard operating procedures, national and organisational standards, site procedures and specific organisational requirements.

Faults or defects include all those that are visible to you without the need for dismantling the laboratory equipment.

Relevant people could be any of the following, supervisors, team leaders, line manager, heads of departments, health and safety officers.

Materials could include the following, chemicals, solutions, glassware, filter paper, purified water

Safe condition: no spillages on floor, no chemicals or other materials accessible, no tripping hazards, and walkways to be clear.

Services could include the following: gas, water, electricity, telephone, and computer connections.

Working practices to include all those relating to working environment conducive to good health; equipment including personal protective equipment; standard operating procedures; materials; safe disposal of waste and approved codes of practice.

Personal protective equipment could include safety spectacles, goggles, face protector, clothing, gloves

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