## MANDATORY LAB COURSE



#### AGENDA

**Good Laboratory Practice** 

- 1. Local Occupational Health and Safety Group
- 2. Psychological Work Environment
- 3. Laboratory Conduct
- 4. Permissions from the Danish Working Environment Authority
- 5. Chemical Risk Assessment
- 6. Disposal of Chemicals and Waste





# THE LOCAL OCCUPATIONAL HEALTH AND SAFETY GROUP AT BIOMEDICINE



Birgitte Mønster Christensen

Head of Local Occupational Health and Safety Group





# THE LOCAL OCCUPATIONAL HEALTH AND SAFETY GROUP AT BIOMEDICINE

The Skou Building (Building 1115-1116)



Helle Jakobsen



Tina Fuglsang Daugaard



Henriette Gram Johansen

Birgitte Mønster Christensen

Head of Local Occupational Health and Safety Group





Olav Andersen



Hande Login



Lasse Sommer Kristensen



#### THE LOCAL OCCUPATIONAL HEALTH AND **SAFETY GROUP AT BIOMEDICINE**

**Anatomy Building** /Biomed South 1233



Tina Drejer



Helle Salling Gittens



Anders Etzerodt

#### **Biomed Vest** 1160/1182



Anne Lillevang



**Bjarke Thomsen** 



Susie Mogensen



Steen Torben Nedergaard



# THE LOCAL OCCUPATIONAL HEALTH AND SAFETY GROUP AT BIOMEDICINE

#### The Animal facility at Biomedicine



Jakob Le Fèvre Harslund



Karina Aakær Vestergaard Nielsen



Paw Finderup Hvid Vinther





#### **PSYCHOLOGICAL WORK ENVIRONMENT**

#### 1. Stress

- Take care of each other, talk about stress symptoms with the employee/student
- https://health.medarbejdere.au.dk/en/staff-conditions-and-work-environment/workenvironment/stress/
- 2. Bullying and Harassment
  - > At AU, we do not accept offensive behaviour
  - Everyone has a duty to speak up if you experience or see offensive behaviour, and you must help students/employees who experience offensive behaviour
- 3. Good communication
  - Consider each other's differences/culture/language/etc.



#### **PSYCHOLOGICAL WORK ENVIRONMENT**

- 4. Psychological WPA (carried out every three years, most recently in 2021)
- 5. Advisory services (anonymous, colleague, manager, work environment representative, union representative, other)
  - https://medarbejdere.au.dk/en/administration/hr/workingenvironment/psychological -work-environment/psychological-counselling-service/





#### ERGONOMICS

Pay attention to good working position - both in the laboratory and in the office

https://medarbejdere.au.dk/en/administration/hr/workingenvironment/physical-workenvironment/indoor-climate/





## LABORATORY CONDUCT

- 1. Read the common safety instructions of the department: <u>https://biomed.medarbejdere.au.dk/en/working-environment/</u>
- 2. You **DO NOT** eat and drink in the laboratory
- 3. Spills on tables and floor must be cleaned immediately
- 4. Clean the lab frequently and wipe off tables using 70% ethanol after your work has finished
- 5. Wash and/or sanitize hands when leaving the laboratory
- 6. Writing areas for papers and computer must be marked if class I or higher (blue tape is placed with other labels at the back of the goods delivery room, Skou).
- 7. Your mobile phone should preferably be kept in your pocket or be placed within the writing space possibly in a thin plastic bag. Do not use it near flammable liquids and consider whether it should be wiped with 70 % ethanol before you leave the lab.
- 8. Wear white coats in a GMO class I labs, green coats in GMO class II. In cell culturing labs coats in other colours can be used, (Skou). Note this might be different in other buildings.



### LABORATORY CONDUCT

- 9. Lab coats are not allowed in offices, toilets, lunch rooms or the canteen (the animal housing staff are exempted; they wear clean blue coats when leaving the animal facilities)
- 10. Only wear a glove on one hand when walking between labs and in the lifts. See "glove policy" <u>https://biomed.medarbejdere.au.dk/en/working-environment/</u>
- 11. No transport of liquid N<sub>2</sub> at the same time as people in lifts (make a large sign to put on the container so other employees can see they are not allowed to enter the lift until the nitrogen bottle is removed from the lift).
- 12. When transporting dry ice in a lift, the box **MUST** have a lid on.
- CLP-Marked chemicals, large amounts of dry ice or liquid nitrogen and pressurized cylinders must not be transported without a valid transport permit. If necessary, use a handcart between AU's buildings.
- 14. An IATA package course is required if you need to send packages containing biological material and dry ice

(<u>https://medarbejdere.au.dk/administration/hr/kompetenceudvikling/kurser/kurser/oeving</u>

## LABORATORY CONDUCT

15. Pregnant staff member? Check the WPA checklist

https://health.medarbejdere.au.dk/en/staff-conditions-and-work-environment/workenvironment/policy-for-pregnancy/

16. Don't forget to react to alarms on e.g. fume cupboards and to notify Building Services (Dalux)

17. Remember to familiarise yourself with the first aid and fire extinguishing equipment as well as emergency exits

https://biomed.medarbejdere.au.dk/en/the-skou-building/fire-protection/

18. Always follow the workplace instructions for evacuation

19. Help craftsmen to follow guidelines in the lab





#### PERMISSIONS FROM THE DANISH WORKING ENVIRONMENT AUTHORITY

Are your permits in order? Do you have the right permits to do your work?

Working with GMO (guidance by Birgitte Mønster Christensen): <a href="https://mst.dk/erhverv/genteknologi/forskning-med-gmo/">https://mst.dk/erhverv/genteknologi/forskning-med-gmo/</a>

Working with biological agents class 2 and other (guidance by Birgitte Mønster Christensen): <u>https://at.dk/regler/bekendtgoerelser/biologiske-agenser-arbejdsmiljoe-1652/</u>

The legislation also covers laboratory animals infected with pathogenic micro-organisms or viruses.

NOTE, depending on the experiment, it may be necessary to include GMO, biological agents and animal experiment permits.





#### PERMISSIONS FROM THE DANISH WORKING ENVIRONMENT AUTHORITY

Afterwards, always remember to put up the correct signs containing the LAB ID number

GMO kl. 1 lab id 230 467 (SKOU)

GMO kl. 2 lab id 230 465 (SKOU)

GMO kl. 1 og dyr lab id 230 464 (SKOU)

GMO kl. 2 og dyr lab id 230 466 (SKOU)

LAB ID for the other buildings ask Birgitte Mønster Christensen

Working with isotopes (Biomedicine Vest), carcinogenic substances, animals, etc.

License for animal experiments: <u>https://www.foedevarestyrelsen.dk/english/Animal/AnimalWelfare/The-Animal-Experiments-Inspectorate/Pages/default.aspx</u>

Be aware that some toxins and reagents are covered by the rules for Biosecurity. Centre for Biosecurity and Biopreparedness <u>https://www.biosecurity.dk</u>

Responsible for Biosecurity: Uffe Birk Jensen (Skou), Steen Torben Nedergaard (West), Mai Marie Holm





#### DANISH WORKING ENVIRONMENT AUTHORITY

Transportation of GMO and GMO animals – both internally and between buildings – must be carried out in closed containers with a GMO sign. Stickers are in the delivery of goods room.

Please pay attention to whether the laboratories have correct signs (e.g. "GMO Animal", or "biological agent Class II") (Ulla Vosegaard Als <u>uva@biomed.au.dk</u> can help if you need signs)

It is the responsibility of the group leader to ensure that the permits and signs are correct.

The Danish Working Environment Authority will be on both reported and unannounced visits; by immediate improvement injunctions, all work must be stopped immediately.





#### **WORKING WITH CHEMICALS**

Working with chemicals that are CLP labeled requires extra attention







#### "HEAD OF POISON" - GIFTANSVARLIG

According to the Ministry of

Environment, a "head of

poison" (Danish: giftansvarlig)

must be appointed. If no one is

appointed, the group leader is

by default "head of poison".



Stoffer, som er omfattet af nye opbevaringsregler og pligt til tyverianmeldelse, baseret på CLP forordningens mærkningselementer

Fareklasse og - kategori	H sætnir	nger	Fare piktogram	Krav om opbevaring under lås mv. (eksisteren de krav) (§36, stk 1)	NYT: Krav om udpegning af sikkerheds- ansvarlig* (§36, stk 2)	NYT: Pligt til anmeldelse af tyveri (§40)
Acute	H300	Livsfarlig ved		x	X	X
Tox. 1	H310	indtagelse Livsfarlig				
og	H330	ved hudkontakt	✓			
Acute		LIVSTAFIIG Ved				
TUX. Z	LI201	Cittie vod	<b>^</b>	v	V	V
Acute Tox. 3	H301 H311 H331	Giftig ved indtagelse Giftig ved hudkontakt Giftig ved indånding		X	X	×
STOT SE 1	H370	Forårsager organskader []		X	X	
Carc. 1A og Carc. 1B	H350	Kan fremkalde kræft []		X		
Rep. 1A og Rep. 1B	H360	Kan skade forplantningsevnen eller det ufødte barn []		X		
Muta. 1A og Muta. 1B	H340	Kan forårsage genetiske defekter []		x		

\*Hvis den samlede mængde af de stoffer, som omfattes af kravet > 125 ml

Miljøstyrelsen • Strandgade 29 • 1401 København K Tlf. 72 54 40 00 • Fax 33 32 22 28 • CVR 25798376 • EAN (drift)5798000863002 (tilskud)5798000863019 • mst@mst.dk • www.mst.dk

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More information can be found here:

https://mst.dk/kemi/kemikalier/fokus-paa-saerlige-

stoffer/giftige-stoffer-og-blandinger/





#### HANDLING OF CHEMICALS

In house transportation of chemicals (and/or glass bottles) should preferably take place on trolleys and in lifts, or by using white plastic containers (found in the weighing/chemical room). Avoid transportation of chemicals on stairs.

The chemical/scale room is for common use. As far as possible weigh on your own floor. It is important that you clean up and wipe off tables and scales after use. If you use the last of paper towels, etc. you must refill yourself.

Waste after weighing hazardous substances (gloves, weigh boats, paper, etc.) can be collected in Hwaste bags found in the risk waste room 035H (Skou). When you leave the scale room you must take your waste with you.

Contact your local AMR for guidance.

Hazardous liquids must be placed BELOW eye level. Substances that can produce a chemical reaction when mixed (e.g. acids and bases) must be kept separately from each other.





#### HAZARDOUS WASTE - WHAT IS THAT?

If a chemical substance or mixture is classified hazardeous according to the CLP regulation when working with it, it will also be hazardeous when you need to dispose it.

Likewise, if a biological product is contagious when working with it, it will also be hazardeous when you need to dispose it-

https://medarbejdere.au.dk/en/administration/hr/workingenvironment/physical-workenvironment/chemistry-and-biology/safety-adviser-function/harzardous-waste-what-isthat





#### DISPOSAL OF CHEMICALS

It is the responsibility of the group leader to dispose the chemical waste correctly

As an employee, you are also responsible for handling chemicals properly.

During 2021 Cathrin Guldager Sørensen went through all laboratories and made disposal categories of the chemicals for each research group. <u>Microsoft Word - Affaldshåndtering i laboratorier - Skou-bygningen 1115-1116-220224</u> (au.dk)





#### INSTITUT FOR BIOMEDICIN - SKOU BUILDING AARHUS UNIVERSITET

#### LIST OF CHEMICAL WASTE:

WASTE GROUP:	COMPONENTS:		
C1	Mixtures of <b>organic</b> liquids without halogenes and sulfur, with a concentration > <b>50%</b> For example ethanol, acetone, methanol and isopropanol conc. > 50%.		
H1	Mixtures of <b>organic</b> liquids without halogenes and sulfur, with a concentration <b>&lt; 50%</b> For example ethanol, acetone, methanol and isopropanol conc. < 50%. For example <b>&gt;</b> 0,1 % formaldehyde/para formaldehyde, <b>&gt;</b> 0,1% glutaraldehyde, solutions from RNA-, DNA- and protein purification if dangerous and small amounts of dye (otherwise H4).		
H2- SOLID	Eppendorf tubes and centrifuge tubes with minor amounts of chemicals (max. 25 ml), contaminated napkins, pipette tips, gloves etc. with major amounts of chemicals, the chemical must be marked with one of following hazard pictograms:		
НЗ	Vials containing C1 and H1 liquids or vials containing counting liquid from Isotopic analysis released as chemical waste.		
H4	Dyes: Tryphan blue, hematoxylin, scarlet red, etc.		
B2	Mixtures of <b>organic liquids containing &gt; 1 % halogenes or sulfur</b> and the mixtures are flammable. Chloroform, dichlormethane, > 1 % ethidiumbromide, > 1% mercaptoethanol and trizol.		
B3	Trichloric acid ( <b>TCA</b> ) solutions $> 0.25\%$ .		
B5 - SOLID	Solid waste containing > 1% Chloroforme/Trizole and > 1% mercapto ethanol solutions.		
X1	Acidic inorganic acids: Phosphoric acid > 10%, Hydrochloric acid > 10% and Sulfuric acid > 5% (Nitric acid is not included - see X2)		
X2	Nitric acid > 1%.		
Х3	<b>Basic inorganic liquids</b> : Sodium hydroxide > 0,5%, Potassium hydroxide > 0,5%, Ammonia > 1% and Hypochlorite solutions > 0,25%.		
X5	Potassium cyanide solutions > 0,5%.		
X6	Silver nitrate solutions > 2,5%.		
Z1	Cytostatica waste liquid and solid. For example BTB1, Doxyrubicine, Vincristin.		
Z2	Pharmaceuticals and toxins.		
Z	Chemicals from cleanup and chemicals you cannot place in other groups.		
K1	Mercury waste, thermometers etc.		
A 7	waste oii, engine oli and oli from vacuum pumps.		
7	Aerosois and empty aerosois.		
0	Oxidizing chamicals, must be collected and kent conarate		
-	Ex.: perchloric acid (O1), hydrogen peroxides Z 20% (O2), permanganates, chromates, persulphates, nitrates etc. (O3, O4, O5, O6 etc.)		
	Clinical Hazardous waste.		





### DISPOSAL OF CHEMICALS

Chemicals must be labelled correctly and regularly disposed directly into the labelled barrels/containers in the risk waste room 035H (Skou), chemical waste room 1187 (Vest), 1233 (collected by Mogens).

Labelled correctly = ID, Lab nr., waste category, cas. nr. and concentration -if known.

Get guidance from your local AMR or contact Lina Waldstrøm Asmussen Lina.waldstrom@au.dk

New containers for waste disposal are in room 035H (Skou),1234-114 (1233), 1182-027 (Vest). If these are out of stock, please contact <u>officeaids@biomed.au.dk</u>

If you have any problems or questions:

Contact the Safety Advisor Function at AU (Cathrin Guldager Sørensen): tgs@au.dk



#### **DISPOSAL OF WASTE**

Dispose of clinical risk waste in yellow plastic containers, pointed objects in yellow needle boxes

Pack dead animals (incl. GMO animals) in double plastic bags and put them in the yellow buckets in the freezer in room 035H

Autoclave Waste: Follow the instructions by the metal cages with autoclave buckets on the floors





#### **DISPOSAL OF WASTE**

Microbiological waste: Assess the risk and, if necessary, send it to clinical risk waste for incineration, and/or autoclave liquid waste before you discard it

GMO class I waste: Must be autoclaved, followed by general incineration. Alternatively, disinfect it with e.g. Virkon S.

GMO class II waste: **MUST BE** autoclaved before leaving the GMO class II laboratory, followed by general incineration.





#### **CLP LABELLING OF DANGEROUS CHEMICALS AND MIXTURES**









Gas under pressure



Oxidising





Corrosive



Health hazard





#### CHEMICAL RISK ASSESSMENT

- 1. Compulsory; our starting point is Kiros where we have the workplace instructions
- 2. Kiros: <u>https://www.kiros.dk/Web/</u>
- 3. Provide Lina Waldstrøm with names and AU ID for your labs students and employees. Then they will get access to log into Kiros with their AU ID to see the workplace instructions and lists.
- 4. Contact chemical consultant Lina Waldstrøm Asmussen if you need access to Kiros or have questions about it: <u>lina.waldstrom@au.dk</u>
- 5. Note: Contact Lina, and she will give you a personal guide to Kiros.
- 6. EVERYONE in you lab must know where to find a list of the dangerous chemicals/reagents you group uses. We recommend a print from Kiros.

#### CHEMICAL RISK ASSESSMENT

- 7. The workplace instructions are prepared on the basis of SDS (Safety Data Sheet) from the supplier. In Kiros, you can make workplace instructions (APB) on mixtures and print labels to put on bottles (printer 2. floor in SKOU).
- 8. SDS can be found in English, they can be used as a supplement make sense if you have English speaking people in you lab (must be checked for updates every second year)
- 9. The chemical risk assessment consists of workplace instructions + SOP (protocol) + training In the SOP, reference must be made to all relevant workplace instructions + including how to handle and dispose of the chemicals as well as which protective equipment to use

The working environment group at AU (Faculty level) is working on guidelines/instruction





#### CHEMICAL RISK ASSESSMENT

10. The group must be able to present a list of hazardous substances – a list in electronic form is accepted, everyone in the group must know where to find it

- Training of new students and employees is mandatory. The training can take place orally. However, in the case of special hazardous substances (e.g. carcinogenic), there <u>must</u> be a written instruction.
- 12. For non-Danish speaking employees, the group leader is responsible for ensuring that the information is available in English.





#### IN ADDITION

1. Notification of accident at work:

https://medarbejdere.au.dk/en/administration/hr/workingenvironment/reportinginjuries/

2. Notification of near-accident

https://medarbejdere.au.dk/en/administration/hr/workingenvironment/reportinginjuries/nea r-accidents/

3. Share this presentation at a group meeting





