General training on Health, Safety and Environment in labs
HSE-procedures

1. Emergency and evacuation procedure
2. First aid procedure
3. Incidents
4. Use of fume hood
5. Ventilation scheme
6. Waste
7. Emergency showers / eye showers
1. Emergency and evacuation procedures

- Emergency number
- When using the emergency number?
- Starting an evacuation yourself
- Evacuation orders
- First Intervention Team
HSE-procedures - Emergency procedures

Emergency number 22 22 (24h/24h, central dispatch)

Noodgeval? Emergency?
016 32 22 22

Never dial external emergency numbers (100, 101, 112, ...), but use the K.U.Leuven emergency number instead!

• Give
  – Name and function
  – Name building (and room nr.)
  – Why you call
Stay at the site

• Actions after your call
  – External emergency services are called promptly
  – Information about the most accessible entrance
  – Internal emergency plan is started
HSE-procedures - Emergency procedures

When using the emergency number?

When needing assistance, but only in emergencies!

- Incidents requiring external emergency intervention
  (fire brigade, medical assistance, police)
  - Fire or smoke
  - bomb threat / explosion
  - serious workplace accidents, always for lab-accidents
  - Fights, burglaries
- Evacuation of a building
- When an immediate technical intervention is necessary

Better to quickly, rather than not or to late!
Starting an evacuation yourself

Assess the necessity to evacuate the building
Still in doubt → Start the evacuation!
Start by using an evacuation button
in hallways, staircases, near exits
The evacuation alarm will sound
Always dial the emergency number 016/322222
and give:
- Name and function
- Name of the building and if possible room
- Why you call (the type of incident)
HSE-procedures - Evacuation procedures

Order to evacuate

= Continuous alarm (audio signal)
  Longer then 5 seconds
  Only 3 seconds = warning for FIT only

On hearing the evacuation alarm

- Secure laboratory experiments (close gas valve, water taps)
- Turn off electrical appliances (fire hazard, heating equipment)
- Do not switch off lights
- Close windows and doors
- Leave the building immediately
  • Take quickly: jacket, wallet, purse
HSE-procedures - Evacuation procedures

Leaving the building is mandatory!

- Use the shortest safe way out
- Use the normal exit or the emergency exit
- Never use the elevator!
- Gather at the assembly point
- NEVER go back inside!
HSE-procedures - Evacuation procedures

First Intervention Team: FIT

Trained
Dividing between buildings and within buildings

Purpose:
– Assist in prevention
– Give fast and efficient aid
  • Extinguishing incipient fire
  • Containing the spread of fire
  • Coordinating evacuations
  • Informing and assisting the fire service on arrival
– Support the yearly evacuation exercise (in all buildings)
HSE-procedures - Evacuation procedures

- FIT:
  - How to recognize
  - Check the FIT members in your building!
  - Read the posters: "What to do in case of fire?".

2. HSE-procedures - First Aid

First Aid members

- Trained and certified
- Who?
  - Check the first aid members in your building!
  - Can be contacted during office hours!

First Aid-room or First Aid-kit

- Icon
- List of First Aid members: name, phone, room
3. HSE-procedures - incidents

Incidents: technical problems or accidents without injuries

- broken/dropped bottle, spilled chemicals
- gas leak
- small fire

Assistance of the FIT

Use of the spill kit

Contains:
- Absorbing materials
  (sheets, tube, pillow)
- Chemical resistant gloves

Use of fire extinguishers

In case of high risk → dial 2222
NEVER endanger yourself or others!
3. HSE-procedures - incidents

Accidents: injuries involved

General
  → Assistance of First Aid-members
  → Serious injuries (or when your in doubt): call 22 22
  → Report a work related accident: special form + medical attestation

Specific
  → Procedure on pricks, cuts and splashes
  → Specific risk (bitten by lab animals, biological agents, …)
    Always consult IDEWE
    (Leuven 016/39 04 37 of GHB 016/34 75 22)
4. Use of fume hood

- If no activities: close sash
- If activities: keep sash as low as possible

REMARK: fume hoods are equipped with 2 kinds of sashes, either up-down OR both up-down and left-right: in case of the latter use only one movement, never move the sash in both ways.

- Check the functioning of the fume hood (by measuring the air velocity in the sash opening ➔ information at your HSE-coordinator OR by holding a thin piece of paper next to the sash, checking the movement): if insufficient, contact your HSE-coordinator
4. Use of fume hood

- Keep the first 15 cm of the fume hood empty
- Place large equipment a bit higher in order to let air flow underneath it
- Limit walking by, close to a fume hood
- Never lift the sash suddenly, always gently
- Keep electrical cables short, tie them up
- Don’t use your fume hood as storage room!
5. Ventilation scheme

- Each building ➔ different ventilation areas
- Basic scheme =
  - Mon-Thu: 8.00h till (at latest) 22.00h
  - Fri: 8.00h till 18.30h
- During weekends there is NO ventilation
- Check ventilation schemes: link:
6. Waste

1. Chemical waste:
   • Liquid waste
     – Category 1: acid inorganic waste liquids
     – Category 2: alkaline inorganic waste liquids
     – Category 3: non-halogenated organic waste liquids
     – Category 4: halogenated organic waste liquids
     – Category 5: special waste liquids

more information:
7. Emergency showers / eye showers

• Emergency showers are indicated with:
  • Regular maintenance necessary

• Eye showers are indicated with:
  • Regular maintenance by using them daily (rinsing)

• General showers (staff):
  • Are NOT meant for students, but can be useful in case of emergency, see:

Contact

HSE service:

• 016/32 20 24
• vgm@kuleuven.be