

## Health and Safety policy for Faculty of Archaeology laboratories: C0.22 (Archaeological Chemistry 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, except where noted below.

The Protocols can be found at MS Teams/Archaeological sciences laboratories /[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 MS Teams/Archaeological sciences laboratories/[Material Safety Data Sheets](#) 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 MS Teams/Archaeological sciences laboratories/[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 long term in the fume cupboards. They should be put back in the chemical storage cabinet at the end of each day. The chemical cabinets are locked by the Laboratory Assistant (who keeps the key) or other authorized personnel.

All chemicals are to be stored 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, expiry date, your name).

Dispose of waste chemicals in the correct waste container (see MS Teams / Archaeological sciences laboratories/[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

Opening hours for the laboratories are 8 am until 5 pm. Outside these hours there is no BHV emergency response team present in the Van Steenis building. 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 opening hours. Low risk activity is allowed if the researcher receives explicit permission from the relevant Head of Laboratory (where the lab-work will take place) and signs the register at the front desk on arrival and signs out on departure. Please consult the relevant Head of Laboratory about working alone out of working hours if you have queries.

## □ ACCESS

The laboratories can be used by staff including PhD researchers when they have informed the relevant Head of Laboratory of the times that they will work and the activities that they will undertake. If high risk activities are undertaken then the researcher must be accompanied by another relevant qualified person. For each lab, the Head of Laboratory will decide if a person is qualified or not to fulfill this role. This 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.

## □ RISKS

Activities are classified as high or low risk based on the outcome of the task risk analysis. An activity is considered high risk when it has a risk score of  $\geq 20$  after taken measures.

## □ 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](mailto: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/universiteitleidende/LEI\\_meldingsformulier\\_ongeval](https://fd7.formdesk.com/universiteitleidende/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.

C0.22 and D1.14a are also equipped with diphoterine which neutralizes both acid and alkalines and is suitable for all chemicals except HF. For HF use hexafluorine.

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. Always follow the instructions of the BHV emergency response team, even if they contradict other signs or instructions.