

CALAMBA WATER DISTRICT TITLE: LABORATORY SAFETY PROCESS DOC. NO. CWD-OPN-010 REVISION NO. 00 | EFFECTIVE DATE: December 28, 2016 Page 1 of 5 SIGNATURE AUTHOR Ethel O. Paderes Cultow REVIEWED BY: Engr. Joselito A. Gillera APPROVED BY: Engr. Restituto B. Sumanga Sr. DCN REV NO. 2016-12-030 00 REASON FOR REVISION DATE REVISED N/A AUTHOR Ethel O. Paderes Initial Issue

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### 1.0 PURPOSE

- 1.1 This procedure aims to provide laboratory safety guidelines.
- 1.2 The CWD shall determine, provide and maintain the infrastructure necessary for the operation of its processes and to achieve conformity of products and services.
- 1.3 The CWD shall determine, provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services.
- NOTE A suitable environment can be a combination of human and physical factors, such as:
  - a) social (e.g. nondiscriminatory, calm, non-confrontational);
  - b)psychological (e.g. stress-reducing, burnout prevention, emotionally protective);
  - c)physical (e.g. temperature, heat, humidity, light, airflow, hyglene, noise).
  - These factors can differ substantially depending on the products and services provided
- 1.4 The CWD shall determine, provide and maintain the infrastructure necessary for the operation of its processes and to achieve conformity of products and services.

## NOTE infrastructure can include:

- a) buildings and associated utilities:
- b) equipment, including hardware and software;
- transportation resources; c)
- d) information and communication technology.

#### 2.0 SCOPE

- 2.1 To receive, arrange, store, maintain, and dispatch of Tools and Equipment's of CALAMBA WATER DISTRICT
- 2.2 This documented information shall apply to all Laboratory Staff and other Authorized Personnel.

#### RESPONSIBILITY

- 3.1 Head of Laboratory shall plan the programs and activities all related to laboratory safety
- 3.2 All Laboratory personnel shall participate in the implementation and implementation of all safety programs.

- 4.1 Safety is the state of being safe, the condition of being protected from harm or other non-desirable outcomes
- 4.2 Preservation can include identification, handling, contamination control, packaging, storage, transmission or transportation, and protection.
- 4.2 MSDS Material Safety Data Sheet

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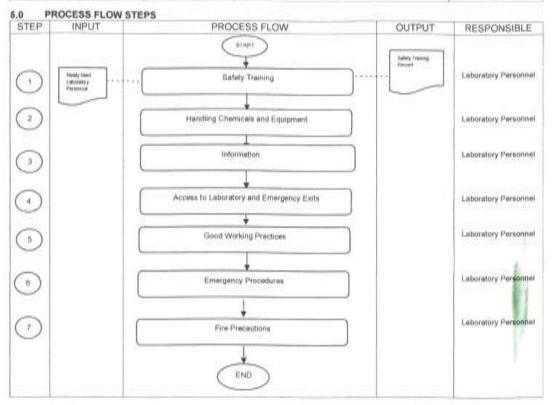
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# 6.0 PROCESS DETAILS:

- 6.1 Safety Training
  - 6.1 All Laboratory Staff must receive adequate safety training. This must include:
    - 6.1.1 Health and safety legislation and the responsibilities of the employer or company;
    - 6.1.2 Causes and prevention of fire including the use of fire extinguisher;
    - 6.1.3 Specific hazard and risks associated with their work activities;
- 6.2 Handling Chemicals and Equipment
  - 6.2.1 Laboratory personnel must be trained for safe handling of laboratory chemicals and equipment.
- - 6.3.1 Information on hazardous chemicals must be available and readily accessible to all staff in the form of MSDS.
  - 6.3.2 Access to Laboratory and Emergency Exits
  - 6.3.3 Access to the Laboratory Area must be restricted to authorized person only.
  - 6.3.4 The Laboratory must have clearly designated emergency exit. A plan must be available.

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#### 6.4 Good Working Practices

- 6.4.1 High standards of housekeeping and tidiness as well as uncluttered workbenches are a prerequiaite to safe laboratory work
- 6.4.2 Chipped, cracked or broken glassware may be dangerous and must not be used in the laboratory
- 6.4.3 Smoking is not allowed in the Laboratory
- 6.4.4 Eating and drinking is restricted to designated areas, never on a workbench

# 6.5 Emergency Procedures

- 6.5.1 Procedures must be set up for various types of accidents, spillage of hazardous substances and fires
- 6.5.2 Emergency telephone numbers in case of accidents or fire must clearly visible

#### 6.6 Fire Precautions

- 6.6.1 Fire and smoke detectors and fire alarms must be installed in accordance with local building regulations
- 6.6.2 Fire extinguishers must be maintained regularly (annually)
- 6.6.3 Regular practices of fire drill, according to local regulations must be held

#### 6.7 First Aid Training

- 6.7.1 At least 1 laboratory staff must have received specific training in first aid. This training must be updated at the interval specified by the training provider.
- 6.7.2 A readily accessible first aid kit must be available. Its contents must be checked regularly and replenished as required. Expired items must be replaced.

# 6.8 Maintenance of Laboratory Equipment

- 6.8.1 Equipment in the laboratory must be:
  - a. correctly installed according to the manufacturer's instruction
  - b. suitable for intended use
  - c. safe to operate
  - d. well maintained according to regular maintenance schedule
- 6.8.2 The electrical safety of equipment must be checked regularly according to defined schedule
- 6.8.3 All equipment working under pressure must be regularly checked for any defects

# 6.8.4 Personal Protective Equipment and Clothing

- 6.8.4.1 All laboratory staff must wear protective clothing in rooms where analytical work is carried out. This protective clothing includes:
- 6.8.4.2 Laboratory coat
- 6.8.4.3 Closed laboratory shoes
- 6.8.4.4 Safety Goggles
- 6.8.4.5 Gloves

#### 6.9 Storage of Chemicals

- 6.9.1 Purchased chemicals and reagents must be stored in their original containers and with their original labels.
- 6.9.2 An up- to-date inventory of all purchased reagents and chemicals must be maintained.
- 6.9.3 Incompatible reagents such as strong acids and alkalis must be stored well apart.

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#### 7.0 RECORDS RETENTION

- 7.1 Active Retention indefinite retention period for current or active documents for both electronic and hardcopy/Controlled Copy.
- 7.2 Inactive/Archival Retention shall be kept for active one (1) year or may request for an extension as deemed necessary (hardcopy); for electronic/soft file; it shall be kept in a separate folder named "Obsolete Copy"

#### **8.0 REFERENCE DOCUMENTS**

- 8.1 ISO 9001:2015 QMS Standard
- 8.2 QMS Manual
- 8.3 Approved Bill of Quantities
- 8.4 Statutory and Regulatory Requirements
- 8.5 Material Safety Data Sheet

## 9.0 ATTACHMENTS

9.1 Safety Training Record

# 10.0 DISTRIBUTION LIST

# Note 1: Select Relevant Recipient to Appear in below List.

COPY HOLDER NO.	DEPT/SEC./COPY HOLDER	
1b	General Manager	
8	Laboratory (Quality Control Division)	
11	Production	

Note 2: Master Copy is in the custody of the Document Control Center. END -

