


CALAMBA WATER DISTRICT					
TITLE: LABORATORY SAFETY PROCESS					
DOC. NO. CWD-OPN-010		REVISION NO. 00		EFFECTIVE DATE: December 28, 2016	
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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, hygiene, 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;
- c) transportation resources;
- 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.

3.0 RESPONSIBILITY

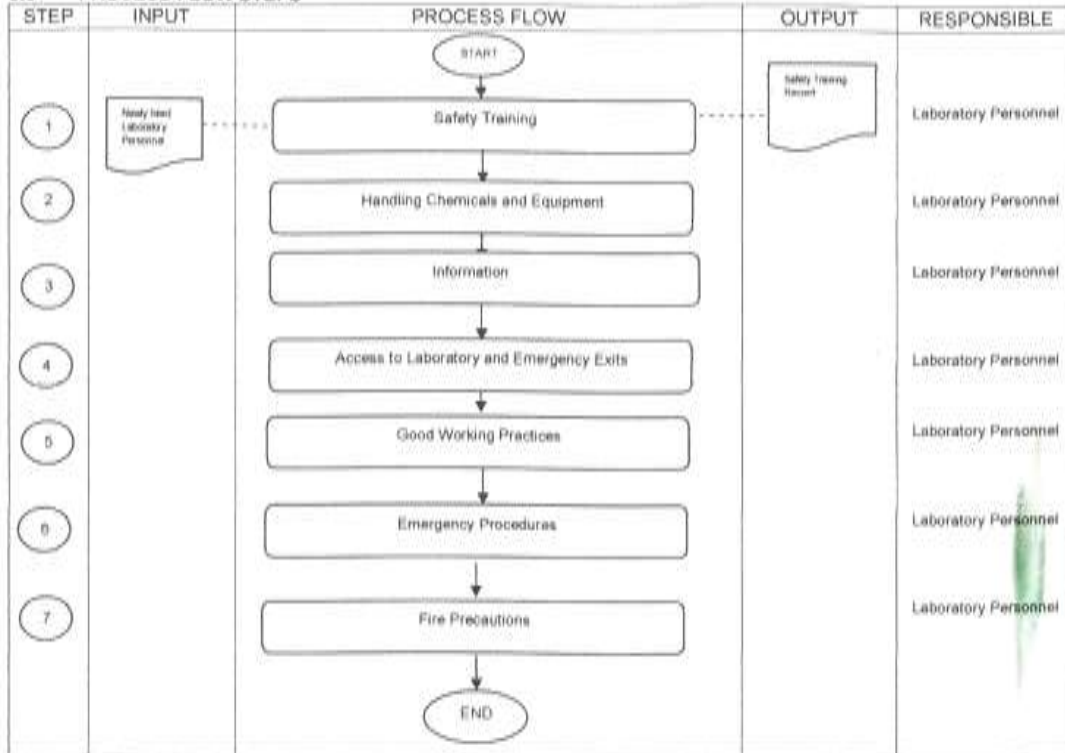
- 3.1 Head of Laboratory shall plan the programs and activities all related to laboratory safety
- 3.2 All Laboratory personnel shall participate in the implementation and implementation of all safety programs.

4.0 DEFINITION OF TERMS

- 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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5.0 PROCESS FLOW STEPS



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 Information

- 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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6.9.3 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.

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