

Safety Instructions for Cleaning Laboratories

1 Area and intended use

The safety instructions are valid for all laboratories at the UL FKKT (address: Večna pot 113).

The instructions apply to:

- **laboratory personnel:** everyone working in the laboratory (staff and students), the head of the laboratory and the laboratory supervisor;
- **the cleaning staff** – individuals employed by the Faculty to perform cleaning duties.

2 Work organization

- 1 The laboratory staff is responsible for:
 - cleaning the laboratory furniture, equipment, and wiring;
 - disposing hazardous waste.
- 2 The laboratory cleaning staff is responsible for:
 - cleaning floors and wall surfaces;
 - emptying the waste baskets for office waste.

3 Hazards to humans and the environment



- 1 Danger of slipping on slippery floors.
- 2 Risk of exposure to chemicals (inhalation of vapours, syringes, spills, etc.).
- 3 Risk of cuts from sharp objects (broken glassware, syringes).
- 4 Danger of falling from a ladder when cleaning surfaces.

4 Protective measures and rules of conduct

- 1 Anyone cleaning must take into account the Laboratory Safety Rules for UL FKKT.
- 2 We only allow double-sided step ladders with sturdy locking bars.
- 3 If an appropriate arrangement is made with the laboratory supervisor, the cleaning staff may help personnel clean the laboratory, but only in the presence of one of the laboratory employees. All work surfaces must be cleared before cleaning (chemicals, devices, accessories, glassware, etc. must be removed).
- 4 Any and all additional instructions and cleaning measures, which apply to specific laboratories (X-ray laboratory, work with biological agents, etc.), are given by the head of the laboratory.
- 5 Waste bins are emptied by dumping the contents directly into the office waste container on the trolley. Sifting through waste by hand is not allowed.
- 6 The laboratory staff are in charge of disposing hazardous waste.
- 7 Additional protective measures and rules of conduct for cleaning staff:
 - a) You are not allowed to enter the premises if there are clear signs of forced entry (burglary) or if you hear the industrial gas alarm.
 - b) If you notice spilled water or chemicals, detect a chemical odour or an unusual noise, you must vacate the premises immediately.
 - c) Cleaning is performed according to the Barjans d.o.o. Cleaning Plan used by the laboratory.
 - d) You are only allowed to use cleaning products, specified in the Cleaning Plan, or cleaning products approved by the Head of the Department for Maintaining Premises and Other Services, Mr. Mirko Belak. The cleaning products are used according to the specifications in the Cleaning Plan and the instructions on the packaging.
 - e) Before wet cleaning the floors, appropriate warning signs ("Danger, Wet Floor", "Slip Hazard") must be placed.
 - f) The cleaning staff is not allowed to move or otherwise tamper with the laboratory equipment.
 - g) After finishing work, the premises must be closed and locked.
- 8 Additional protective measures and rules of conduct for laboratory staff:
 - a) The laboratory staff are expected to:
 - Clean work surfaces and glassware on a daily basis (benchtops, wash basins, tables, and fume hoods);
 - Clean up immediately in the event of spillage, broken containers, tumbling of work equipment;
 - Collect and dispose of hazardous waste on a daily basis.

- b) The laboratory supervisor makes sure the laboratory:
- has all the necessary cleaning equipment (detergents, mops, etc.), as well as soap and towels next to the wash basin;
 - has the necessary containers for hazardous waste;
 - cleans the laboratory furniture and equipment as necessary (fume hoods, refrigerators, freezers, cabinets and drawers) or according to the instructions of the head of the laboratory.
- c) The head of the laboratory makes sure that general cleaning is carried out at least on a 6-month basis; this includes cleaning all of the laboratory furniture, all of the cabinets, fume hoods, refrigerators and freezers. When performing general cleaning duties, the state of the chemicals (packaging, expiration dates) and the equipment must also be checked.
- d) Laboratory equipment and devices are cleaned according to the manufacturer's instructions.
- e) All contaminated glassware must be regularly cleaned, dried, and stored in the designated space.
- f) If cleaning requires the use of chemicals, it is crucial the person performing the cleaning uses the personal protective equipment specified on the chemical safety data sheet.

5 How to act during disturbances

In the event of any unusual events in the laboratory (such as industrial gas alarm, water or chemical spill, chemical odour, unusual humming produced by devices and wiring), the cleaning staff must exit the laboratory immediately and inform the department personnel or the reception desk by calling the internal telephone number **8000**.

6 Incidents



1 Any incident (accident, spill, fire or burglary) must be immediately reported by calling the internal telephone number 8000 and informing Health and Safety Department.



2 In the event of nausea, vertigo or malaise, please exit the room immediately and head for fresh air.



3 If chemicals come into contact with skin or eyes, the area must be washed with water for at least 15 minutes. The faucet-mounted eyewash station is located at every wash basin. Body showers are located at all exits from student laboratories and at exists leading to the main corridor.

4 First aid kits are located at the reception desk, in student laboratories, and kitchenettes.

5 Fire extinguishers and hydrants for small fires are located in clearly-marked cabinets in the halls. The locations are marked on the evacuation plan.

7 Maintenance, removal

Any faulty operation of the systems and devices must be reported to Mr. Klemen Birtič at 030/618-089; in an emergency, call the reception desk by dialling the internal telephone number **8000**.

Plans to remove larger equipment can be made by contacting Mr. Mirko Belak at 040/636-915.

8 Failure to comply

Failure to comply with these safety instructions constitute a serious dereliction of duty.

The safety instructions are valid from 19 June 2017 onwards.

Validity: 3 years or following any changes.

Revision is the responsibility of the Safety at Work Department.

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