

## Safety Instruction General Guidelines for New Staff Member

The Safety and Radiation Protection Unit is a professional unit, responsible for advising and monitoring the various health and safety issues in order to establish safe work practices and to prevent accidents and occupational disease.

As stipulated in the Regulations of Work Safety (Occupational Safety and Hygiene of Work with Hazardous Materials in Medical, Chemical, and Biological Laboratories) 2001, the principle investigator (PI) is responsible for the health and safety of the staff and students working in his/her lab.

Upon commencement of work at the Technion, it is required to complete the general safety courseware and all relevant general instructions assigned.

Additionally, the PI is responsible to ensure that all lab staff and students will receive the relevant safety instructions. It is strictly **forbidden to allow work in the lab without all relevant safety trainings.**

### **Safety instructions**

- Each new employee is required to complete the general safety tutorial
- Each new employee is required to be acquainted with all possible hazards in the workstation under his/her responsibility
- Chemical/Biological lab employees are required to complete the designated courseware, prior to commencing work and annually
- Workshop employees are required to undergo a designated safety training
- Each new employee must undergo an annual firefighting training; Chemical/ biological lab employees must repeat the training twice a year.
- Each new employee must undergo a designated annual safety training if working with cryogenics (liquid nitrogen), compressed gasses, lasers or ionizing radiation.
- There may be further trainings according to the nature of the work, the equipment or materials used in the lab.
- A list of mandatory trainings is posted on the Safety Unit's website.
- Details about the Technion Safety Unit annual training program can be found on the Safety Unit's website. Registration in advance to all sessions is mandatory.

### **General Safety Guidelines around Campus**

#### **Falls and slips:**

- Walk within official paths and avoid shortcuts
- Avoid distractions while walking (mostly using your cellular phone)
- In staircases – hold on to the safety railing
- Avoid construction areas
- Pay attention to “wet floor signs”

#### **Electricity:**

- Electrical work will be performed solely by licensed personnel
- Avoid the use of malfunctioning equipment
- Ensure all electrical connections are properly fitted

#### **Working safely:**

- Use a designated stepladder for lowering objects from heights
- Always distance flammable materials from any heat sources
- Do not use electric “spiral” heaters
- Keep your workstation clean
- Do not place equipment in passageways
- Report all malfunctions or safety hazards to your supervisor / building supervisor / Safety Unit / Security Unit

#### **Sitting properly by the computer**

- Upper edge of the screen should be leveled with one's forehead
- Screen should be tilted back at a 15° angle
- Shoulders parallel to the floor
- Thighs horizontal
- Feet on the floor or on a footrest

#### **Lifting loads**

- Bend your knees
- Use your legs muscles, not back muscles
- Ensure that your field of vision is clear
- Take into consideration your surroundings and the people near you

### **Personal protective equipment**

Always use personal protective equipment according to the nature of the work and the safety data sheet (SDS) of the materials used :

- Masks/ Ventilators
- Gloves
- Aprons/ Lab coats
- Safety goggles/ Face-shield protectors
- Safety Boots
- Earplugs/ Earphones

### **Lab Safety**

### **Summary of safety lab work regulations:**

- Work according to protocols
- Participation in safety training is mandatory
- Use only equipment in good working order and according to its operating instructions
- Use chemicals in accordance with the Safety Data Sheet
- Never work alone in a laboratory
- Don't eat or drink inside the lab, where hazardous agents are being used
- Do not enter rooms containing unfamiliar hazards
- Never bring children into the lab
- Visitors will be accompanied by an authorized lab employee

Teratogenic substances information regarding women's' fertility, pregnancy and lactation can be obtained on the Safety Unit's website. A pregnant employee exposed to one of the listed chemicals is required to notify her employer within 10 days of learning about her pregnancy.

### **Use of Hand Tools and Operation of Machinery**

#### **Use of hand tools:**

- Make sure the hand tools are in good working order for the designated nature of the work
- Avoid "improvisations"
- Disable and remove malfunctioning tools
- Keep tools in a designated toolbox
- Avoid using snap-off blade utility knives
- Always cover sharp instruments following use, and never leave them unsupervised

#### **Use of portable electric equipment:**

- Always check the condition of the electric equipment before its use
- Use equipment that is labeled "double insulated"
- Verify that the outer layer of protective insulation, the electrical wires, and the plugs are in good working order
- Use regulation and intact extension cords, completely insulated
- Do not disable the equipment's safety mechanisms

#### **Operating machinery:**

- Machinery operation will be performed by a skilled, instructed and certified employee, who is aware of the machinery's risks
- Disassembling / disabling the equipment's safety mechanisms will only be performed by an authorized employee, and only after the equipment has been disconnected from its power source \* Do not operate the machinery without its safety mechanisms installed

#### **Ladders**

- Use only standardized ladders in good condition
- Avoid climbing on chairs or tables or other "improvisations"
- Ensure that the ladder is stable, not slippery, or located near a hole or stairways
- Ascend and descend the ladder facing the rungs
- Only one person at a time may climb on the ladder

### Emergency Guidelines

Be familiar with the location of the **emergency infrastructure** in your work environment: emergency exits, main gas faucet, electrical emergency button, main water valve, warning lighting and fire alarms, chemical spill kits, first aid kits

**Familiarity and practice are likely to save lives !!!**

- Upon placing a ladder in a place where a potential fall from could be 2 meters or more – then working-in heights training and a permit is obligatory

#### **During an emergency:**

- Report Security: give exact details of the event, send a representative to direct the rescue crew to the emergency site
- Evacuate

#### **In case of fire:**

##### **Small fires (wastepaper basket) -**

- Take the nearest fire extinguisher
- Remove the pin
- Aim the extinguisher's nozzle slightly above the source of flame. Extinguish the fire
- Report the Security center

##### **Large-scale fires**

Inform everyone in the area

- Go to the nearest emergency exit
- Press the fire alarm on your way out
- Evacuate the building
- Distance yourself from the building and report to the assembly area
- Report the Security center

##### **Building evacuation**

- When an evacuation order is announced:
- leave immediately
- Close the door (but do not lock it!)
- Use the emergency exits
- Use the emergency signage to guide you
- Inform the Security center regarding any suspected missing individual
- Report to your assembly point
- Do not use elevators when evacuating the building
- Do not return into the building to search for missing persons or to retrieve personal belongings
- Do not block the emergency exits

**Work accidents:** Accidents that occur during and as a result of work, including on the way to and from work via the shortest route

- Report immediately to your direct supervisor
- Seek medical treatment. If necessary, call an ambulance and report the Security center to expedite the ambulance's arrival.
- Be sure to collect an "Initial medical certificate for work injured" form from the medical care provider
- Contact the Human Resources Division to obtain the "Referral form for medical treatment for a work-injured employee" (form #250)
- Save all medical documents
- Report the accident using the "Report a Work accident (or a Near-Miss)" forms found on the Safety Unit's website

For further information, please visit our website <https://safety.net.technion.ac.il/> or contact us at [tsafety@technion.ac.il](mailto:tsafety@technion.ac.il) or by phone +972-4-829-2146/2147/4470

Have a safe work!

Dear staff member,

After reading the above information, please checkmark all relevant sections, sign on the document below, and return it to the Human Resources Division.

- I hereby confirm that I have read the safety instruction general guidelines, and I understand its content (It is mandatory to read it before commencing work).
- I hereby commit to undertake the general safety courseware and complete the safety quiz, as required, within a week after commencing work at the Technion.
- I hereby commit to perform the chemical / biological safety courseware, and complete the safety quiz, as required, before beginning work in the laboratory.
- I hereby commit to participate in all the relevant safety trainings to which I will be invited.

Type of laboratory (Mark all relevant)

- Biological  Chemical  General  Workshop

Laboratory risks (Mark all relevant)

- Compressed gases
- Cryogenics
- Laser radiation
- Ionizing radiation (radioactive materials, X-rays)
- Noise exposure (Over 85 dB)
- High-voltage risks / "live" electricity
- Working at heights
- Exposure to blood and specimens of human origin

Name \_\_\_\_\_  
I. D number \_\_\_\_\_  
Faculty \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

Links to the Safety Courseware:

General Safety Courseware (Hebrew): <https://moodle.technion.ac.il/mod/scorm/view.php?id=698348>

Chemical Lab Safety Courseware (English): <https://moodle.technion.ac.il/mod/scorm/view.php?id=716771>

Biological Lab Safety Courseware (English): <https://moodle.technion.ac.il/mod/scorm/view.php?id=712891>