# **Laboratory XXX/ Workshop XXX/ Cleanroom XXX Local Rules**

**These are example local rules**

**Please remove/amend/add as appropriate to your area**

1. No food and drink in labs/workshop/cleanroom.
2. Ensure work area is left tidy, regular housekeeping (or housekeeping occurs on xxx day of the week) and dispose of waste promptly and correctly.
3. Switch equipment off after use. Equipment left running overnight should have an overnight equipment permit.
4. Report faults promptly to appropriate person (Estates helpdesk).
5. Ensure monthly laboratory/workshop/cleanroom checks occur.
6. Report near-misses, incidents and accidents when they occur.
7. Wear suitable clothing for the area e.g. no open toe shoes, shorts where there is a risk of cross-contamination, remove jewellery when there is a risk of entrapment and drawing-in.
8. Wear the appropriate PPE within the area, identified through risk assessment.
9. Label all chemicals/samples correctly and ensure all chemicals are stored safely when not in use. Ensure all hazardous chemicals are added/removed on LabCup.
10. Use of mobile phones is prohibited where there is a risk of ingestion.
11. Use of personal music players is prohibited, where this would hinder hearing alarms.
12. Ensure lone working is suitably risk assessed and appropriate controls are in place.
13. Know their own limitations and seek advice when required.