This information is issued to staff, senior sophister students, research students and other personnel as an aid to understanding accepted working practices and organisation within the Department of Zoology.

1. General Safety

Fire, electricity, first-aid, working alone, general safety regulations.

2. Security

Access, personal belongings, intruders/thieves, general security.

3. General Information and Services

Cold rooms and freezers, Department van, computers, library, photocopier, aquarium, instrumentation, postal service, tea-times.

4. Emergency Information

Revised February 2018

Your attention is drawn to the School of Natural Sciences Safety Statement, which you must read. You are also reminded that special regulations exist for the conduct of field and laboratory work, and handling of human and pathogenic materials. Copies of all these documents are available in the Department, online and from supervisors.

1. General Safety

All members of the Department are responsible for implementing the rules and procedures outlined in the School of Natural Sciences Safety Statement. Academic staff are responsible for the proper conduct and safety of their students when performing experiments and when on field trips. Students are expected to foster a responsible attitude and to be aware of potentially hazardous situations. Common sense is the best approach in ensuring both your own and fellow workers’ safety.

Everyone has a legal duty under the Safety, Health and Welfare at Work Act, 2005, to act responsibly so as not to endanger others.

(i) Fire

Copies of the College General Fire Notice are displayed in prominent locations throughout the building. Familiarise yourself with the instructions in case of fire, note the locations and route of all emergency exits. Note also the position, variety and mode of operation of fire
fighting appliances throughout the building, particularly in your own working area. Fire extinguishers are available in all laboratories and throughout the building.

Fire drills are held at least twice a year. Emergency evacuation of the building is signalled by alarm bell.

Upon discovery of Fire:

RAISE the alarm – by breaking the nearest break glass unit
LEAVE the building closing doors behind you
NOTIFY front gate on ext. 1999
REPORT to your assembly point (the ‘flat iron’ in front of Zoology Building).

Do not use a fire extinguisher unless you have been instructed in its use.

Upon hearing the alarm you should:

(a) Walk via the nearest escape route to an exit door. Avoid escape routes through smoke or gas filled areas - retreat and use another route.

(b) Report to your designated assembly point (the ‘flat iron’ in front of Zoology Building).

Always be conscious of the need to prevent a fire from occurring. Smoking is not allowed in the building. Keep flammable solvents away from sources of heat and ignition. Switch electrical equipment off at the socket after use. Sources of ignition include gas geyser pilot lights, thermostats, water baths, Bunsen burners, switches and plug-tops. Matches and/or tapers should not be used to light Bunsen burners - use a gas or battery operated lighter.

(ii) Electricity

Most of the equipment you will be using operates at 230 volts, 50 Hz A.C. mains supply. Most secondary wiring systems are fitted with earth leakage circuit breaker (ELCB) protection against electric shocks. Do not over-ride safety interlocks designed to protect you from electric shock.

Be particularly vigilant when using electrical equipment within close proximity to water, e.g. in cold rooms, aquarium, etc. Seawater is an excellent electrical conductor and is especially hazardous.
(iii) First Aid

First aid cabinets are available in all laboratories and in the workshop. These contain a range of dressings, bandages, lotions and sprays for treatment of minor cuts and burns. There is also eye wash for the removal of foreign bodies and eye irritation.

Report all accidents, however minor to the Safety Officer (ALISON BOYCE) and complete the Accident/Incident report form.

(iv) After Hours Working

For the purposes of this document, ‘normal working hours’ are Monday to Friday, from 9 a.m. to 6 p.m. If working in the building after these hours you must enter your name, time and working location in the sign-in book provided in the main entrance hallway. Remember to sign out when leaving the building. Adherence to this requirement is essential if you are to be given a key to the building.

All staff (Staff, Post-Doc’s, Post-grads, Research Associates) must complete a special risk assessment for all activities outside ‘normal working hours’. All staff undertaking laboratory work outside normal working hours must complete a risk assessment and operate a ‘buddy’ system. Lone (laboratory) working is not permitted at anytime. For further information and related documentation please consult the Discipline Safety Officer.

Note: Undergraduate (final year) students must not undertake laboratory work outside normal working hours. In certain cases, laboratory work outside normal working hours may be agreed with the Supervisor and Discipline Safety Officer, providing a full risk assessment has been carried out and that competent supervision is provided. This risk assessment is a ‘live’ document and is separate to the general project risk assessment document for normal working hours.

Note: Non-laboratory work (e.g writing, computing, reading etc.) outside normal working hours is also subject to risk assessment.

Undergraduate students are requested to vacate the building by 6 p.m. each evening. Note also that the building is off-limits to undergraduate students at weekends, vacation periods and bank-holidays.

(v) General Safety Precautions for Work in Laboratories and Workshop

(Note: Please refer to the School Safety Statement for more detailed information).

Cuts and abrasions must be covered with a dressing. Long hair should be tied back. Eating, drinking and smoking in laboratories is prohibited. Accidents caused by tripping and falling are among the most common of all in laboratories. Never rush about; watch for obstructions left lying on the floor.

Almost all chemicals are hazardous if used improperly. Read the safety data sheet especially the hazard warnings and categorisation code. All containers must be labelled with hazard labels available in all fume hoods. Containers found in the fume cupboard must not be removed. Procedures that give off harmful gas or harmful vapour must be carried out in a fume cabinet. See fume hood guidelines attached to each hood and online at: https://www.tcd.ie/Zoology/local/

You must always wear a laboratory coat during class practicals and when engaged in experimental work. This must be worn closed.
Eye protection must be worn when anything is being heated or shaken or if operating workshop machinery. Disposable gloves should be worn when handling hazardous or post-mortem material.

Spills and breakages must be cleaned up immediately, particularly in cold rooms, laboratories and in the vicinity of electrical apparatus.

Do not place ‘smelly’ materials in waste bins. Do not discard solid wastes, including sand, gravel, mud, etc., in sinks and drains. Glass (whether broken or not) and other ‘sharps’ (needles, pins, blades, etc.) must only be disposed into the special yellow ‘SHARPS’ containers provided in each laboratory. To minimise cost of waste glass disposal, uncontaminated broken glass and non-reusable glass can be placed in the large brown bins provided in each laboratory.

Animal material, toxic or infected solid waste must be incinerated. Such material must first be packaged in the special bags/bins provided and then frozen prior to collection for incineration (see copy of Disposal Instructions in every lab).

You must never conduct an experiment or procedure unless you know exactly what you are doing and have received the necessary instruction, advice, equipment and permission to proceed.

For security as well as safety, children and casual visitors are not allowed in laboratory areas. Visitors must not be allowed to wander freely throughout the Building. Persons introducing them must exercise the strictest supervision and be responsible for their safety.

Note emergency instructions and telephone numbers on the special boards in the front entrance, beside corridor and laboratory telephones and at the end of this document.

2. Security

(i) Access

A key to the front door of the Zoology Building is issued to all staff members and postgraduate students. Keys to other areas within and outside the main building are issued as appropriate. The front door must always be kept locked after 5.00 p.m., between 1.00 p.m. and 2.00 p.m. and throughout weekends and holiday periods. Please note that undergraduate students must vacate the building by 6.00 p.m.

If you find the door open at a time when it should be locked, then it is your responsibility to lock it after you have exited/entered.

(ii) Personal Belongings

Unfortunately, thefts are a regular occurrence in College. Personal belongings are your own responsibility. You are advised not to leave a bag, wallet, coat, laptop, camera or other personal items unattended. College accepts no responsibility for loss of / or damage to personal effects. Please do not leave coats / bags etc in laboratories or in communal offices. You are provided with personal lockers for this purpose. Coat racks are also available at the end of the top floor corridor. Your co-operation in this matter is appreciated.

(iii) Bicycles

Bicycles must not be brought into the Zoology building or associated laboratories/ offices. A limited number of bicycle racks are located at the rear of the building and may be used by arrangement with the Chief Technical Officer.
(iv) Intruders/Thieves

If you notice a stranger acting suspiciously, inform a member of staff or telephone the College security staff (extension 1999 or from a mobile (01) 896 1999).

(v) General Security

Turn off all electric appliances after use, including lights and computers.

Vacated rooms should be locked. If you are the last person to leave your laboratory at the end of the day and if you think you may be the last to exit from the entire building, ensure that all lights are turned off and that the building is left secured. Close all doors behind you and remember to sign yourself out of the sign-in book provided in the entrance hallway.

3. General Information and Services

(i) Constant Temperature Rooms and Freezers

It is important to label clearly all material, experiments, animals and equipment stored in cold rooms and freezers. Information should contain your name, together with the date and description of contents, otherwise material will be discarded without notice. Items for freezing and re-use should be packed in the heavy duty polythene bags provided. Do not store glass items, sharp objects or liquids in chest freezers. Freezers located in the basement are dedicated to specific laboratories and are linked into a temperature monitoring system. In the event of a freezer failure, an alarm will be sounded in the common room. If you hear this alarm, contact a member of staff immediately and avoid opening the freezer.

-80°C freezers are available for samples requiring ultra-low refrigeration. Potential users of these freezers must seek permission from the appropriate supervisor and be familiar with the hazards and safety procedures required.

(ii) Aquarium

The aquarium is kept locked and is available only to approved personnel. Users must observe the protocol displayed in the aquarium.

(iii) Discipline Vehicle

The Discipline vehicle is available for use by staff and post-grads, subject to license and insurance requirements. Senior sophister and visiting students requiring transport to a collection site will need a driver. Because of demand, up to one month’s notice is generally required. Students should, if possible, combine outings with other class members to reduce time and cost. Local journeys where possible should be made by public transport. Vehicles must be returned in a clean condition with an appropriate level of fuel and the key returned immediately after use. Drivers are advised to familiarise themselves with College insurance provisions. Mileage, fuel purchases and destination records must be completed in the vehicle logbook after each journey.

(iv) Computers

Use of computers in research laboratories and offices is restricted to personnel based in those areas.
(v) The Owl Library

Books may be borrowed for a period of one month and must be signed out in the special book provided. *The Zoological Record, Fauna de France, Traité de Zoologie* and journals may not be removed from the library or storage areas.

**Food and drink is not allowed in the Museum, Auk Room or Library, except for designated departmental meetings/receptions.**

(vi) Photocopier

The photocopier is located outside the administration office, near the front entrance. The copier serves staff and post-grads only. Undergraduate students may use the service for special, occasional copying with permission of their supervisor. If this is the case, please ensure that the code used is not disclosed to unauthorised users. All copying from research codes is charged directly to the relevant staff member account.

(vii) Instrumentation

All new and potential users of equipment and instruments, particularly centrifuges, autoclaves, fume cabinets, balances, meters, furnace, must declare their intention of using such apparatus to the technical staff or supervisor, who will then arrange appropriate training. If you wish to use facilities and/or equipment that are located in laboratories other than the one to which you have been assigned, you must first consult the individual(s) responsible for that laboratory.

(viii) Postal Service

Mail is delivered to and collected from the Department at approximately 11.00 a.m. The post box is situated just inside the main entrance. This may be used for internal College mail, external official mail and stamped private mail. Mail is placed in pigeonholes (beside front office) for staff, research students and the Zoological Society.

(ix) Tea Times

Tea is available in the mornings at 11 a.m. and in the afternoons at 4 p.m. Cooking of food in the building, including the Department Common Room is permitted.

**Please note that due to space limitation undergraduate students are not permitted to use the department common rooms.**

(x) Telephones

Telephones should be utilised efficiently with due consideration for others, particularly those telephones located in corridor areas. Personal calls should, where possible, be limited to after hour periods. Incoming calls should be received at the appropriate extension and not routed through the departmental number (1366).

(xi) Radios

Radios should only be played in laboratories and communal areas with the full agreement of others and at a volume that is not disturbing to occupants in neighbouring rooms.

4. Emergency Information
Emergencies - See emergency notices on boards in front entrance.
During working hours contact:

Dr M. Linnie Ext. 1679
Ms Alison Boyce Ext 3506

Otherwise: All requirements for the emergency services must be routed through college security at (01) 896 1999

Medical Help/Security
College Health Centre Ext. 1556
College Security Officers Ext. 1999