



OPERATING INSTRUCTIONS FOR RISK PREVENTION OF THE DEPARTMENT OF PHARMACOLOGY, TOXICOLOGY AND THERAPEUTIC CHEMISTRY

(Approved in session of the Standing Committee of the Department Council of July 17, 2012)

(Revised in session of the Standing Committee of the Department Council of February 3, 2017)

1 Introduction

The Department of Pharmacology and Therapeutic Chemistry falls within the scope of the [Prevention Plan of the University of Barcelona](#) (approved by the Governing Council on June 7, 2011).

According to point 7.5 and in accordance with article 28h of the UB Statute, it is the responsibility of the departments to “ensure compliance with safety, health and environmental regulations in the area of action of the department in a coordinated manner. with the person in charge of the center, in order to guarantee safe conditions for the exercise of its own activity”.

It is established within the functions and responsibility to elaborate, disseminate and supervise the fulfillment of the approved operative instructions that affect the department (point 7.5e). These operating instructions are intended to be adapted to the specifics and characteristics of the Department.

2 Scope of application

These operating instructions are applicable in the spaces of the Department and for the teaching and research staff of labor and civil servants, the personnel of administration and services of labor and civil servants and the research staff in training. It is applicable to external and collaborating companies in the framework of the coordination of business activities.

It also applies to students to the extent that the specific regulations so provide.

3 Operating Instructions in the framework of safety at work

Working in a laboratory carries a high risk. In the University, as well as in the Industry, the security criteria are part of the global evaluation of the results. It is recommended to apply the basic rules of hygiene and safety in the laboratory, which include an intelligent assessment of the risks and the use of common sense for the prevention of accidents. All this must contribute to the quality of work and a sense of responsibility, as well as fulfilling the mission of training researchers.

It is recommended that, as far as possible, laboratory experiments be carried out on working days and during working hours.

3.1 Work in isolation

It is recommended that no researchers in the Department work in isolation in laboratory tasks.

In the event that, outside the daytime hours on working days, it is planned to carry out laboratory work alone, it will be necessary to fill in a form, [notification of work in isolation](#) (Appendix 1) signed by the supervisor / IP of the researcher who will assess the suitability of the activity, the danger and the possible risks, proposing the appropriate preventive measures for the task to be performed.



If the use of radioactive elements is planned, in addition to the signature of the research supervisor / IP, the signature of the radioactivity supervisor of the Faculty of Pharmacy will be required.

Only experienced and qualified personnel, and never novice personnel (less than two years of experience in laboratory tasks) will be allowed.

The notification form will indicate the person with whom you plan to make regular contact in order to confirm that there are no incidents.

Experiments that may involve an additional risk are not recommended, such as: reactions with alkali and alkaline earth metals (Li, Na, K, Mg,...), finely divided metals, reactions with corrosive products (strong acids, strong bases, halogens,...), reactions in which gases can be released (hydrides, organometallics, cyanide,...), reactions with peroxides, reactions with non-inert gases (CO, NH₃, acetylene, ethylene oxide, ozone,...), reactions with volatile and flammable products, hydrogenation, distillation, work with radioactive material.

3.2 Long-lasting reactions

Those reactions that remain in operation during the night and / or on weekends must be left protected (closed gas cabin, safety screen) and duly identified with the night experiment sheet (Appendix 3) which includes the supervision of the assembly by a second researcher.

The use of closed systems of continuous water circulation as a cooling system is recommended, totally discouraging the use of open water taps.

It is recommended not to leave an inert gas stream open.



NOTIFICATION OF WORK IN INSULATION

Researcher's name:					
Supervisor / IP Name:					
Day and hours of solo work in the laboratory:					
Unit: Organic Q.-Q. Pharmaceutical-Pharmacology, Pharmacognosy and Therapeutics-Toxicology- Laboratories:					
Brief job description:					
Will work with: <table><tr><td>- compounds volatile chemicals</td><td>- compounds corrosive chemicals</td><td>- compounds flammable chemicals</td><td>- compounds radioactive</td><td>- others (specify danger)</td></tr></table>	- compounds volatile chemicals	- compounds corrosive chemicals	- compounds flammable chemicals	- compounds radioactive	- others (specify danger)
- compounds volatile chemicals	- compounds corrosive chemicals	- compounds flammable chemicals	- compounds radioactive	- others (specify danger)	
Is the presence of another researcher expected in the spaces of the Unit where the work is carried out but not in the laboratory itself? - YES → Name and location: - No → Name of the external person with whom you agree to establish contact (telephone, SMS, WhatsApp,...) and periodicity of control (30 to 60 min):					
Researcher's signature	Supervisor / IP signature				

Barcelona, de de

DELIVER SIGNED NOTIFICATION TO THE HEAD OF UNIT IN ADVANCE TO WORK



UNIVERSITAT DE BARCELONA

Unit of.....

Faculty of Pharmacy and Food Sciences Department of Pharmacology, Toxicology and Therapeutic Chemistry

EXPERIMENTS IN OPERATION AT NIGHT OR HOLIDAY HOURS

START:

FINAL (expected):

RESEARCHER RESPONSIBLE:

First and last name :

Contact phone (s):

ASSEMBLY SUPERVISED BY:

First and last name :

Signed:



UNIVERSITAT DE BARCELONA

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EXPERIMENTS IN OPERATION AT NIGHT OR HOLIDAY HOURS

START:

FINAL (expected):

RESEARCHER RESPONSIBLE:

First and last name :

Contact phone (s):

ASSEMBLY SUPERVISED BY:

First and last name :

Signed: