

INFORMATION SHEET

Code of Practice HSNOCOP 15-1
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Code of Practice for School Exempt Laboratories

This industry developed Code of Practice is called:

School Exempt Laboratories

Codes of Practice: What are they and what is their significance?

Codes of Practice are documents approved by the Authority under Sections 78 and 79 of the HSNO Act. In practice they are approved by the ERMA New Zealand Chief Executive under delegated authority.

Codes of Practice are “how to” documents. They tell you how you can meet the requirements of the HSNO regulations and controls, in a way that is legally defensible. However, following the requirements in a code of practice is **not** mandatory. If you have other ways of meeting the requirements then you can adopt those instead.

Most Codes will be developed by industry or user groups rather than by ERMA New Zealand.

Where can you get a copy of this Code?

Code HSNOCOP 15-1 was developed by the New Zealand Association of Science Educators (NZASE) and is available from the NZASE website: www.nzase.org.nz

In addition, a hard copy of the Code will be held at reception in ERMA New Zealand’s Wellington Office for inspection.

What is the Code about?

Section 33 of the HSNO Act provides an exemption from getting a HSNO approval for the small scale use of hazardous substances in research or teaching, provided the work is done in a laboratory which meets prescribed requirements. These requirements are set out in the Hazardous Substances (Exempt Laboratory) Regulation 2001.

This Code provides one set of ways in which the exempt laboratory requirements can be met. It has been specifically developed for use in school laboratories and provides practical guidance on how schools should comply with these requirements.

What is in the Code?

It is not possible to give a full summary of the Code in this Information Sheet, but the following information will give you a good indication of what is covered in the Code.

The Code includes the following:

- Management of school laboratories
- Appointment of laboratory managers
- Laboratory manager's responsibilities
- Skill and knowledge requirements for laboratory managers
- Skill and knowledge requirements for persons in charge
- Duties of persons handling hazardous substances
- Security
- Use of hazardous substances in teaching
- Basic safety rules
- Inventory, information, labelling and containers
- Storage and handling
- Emergency planning
- Design requirements
- Disposal
- Safe Methods of Use (SMEs)

The Code also includes a series of appendices, including lists of those substances allowed or prohibited from use in schools.

Conclusion

This information sheet has been prepared by ERMA New Zealand to help you decide whether this Code would be of relevance to you. It is **not** in itself a Code of Practice.

The Code is primarily intended to assist schools to meet the requirements of the Hazardous Substances (Exempt Laboratories) Regulations 2001.

Further information or feedback

ERMA New Zealand publishes information sheets on a range of topics to provide background information on current issue or proposals being dealt with by the Authority.

All publications may be viewed and downloaded from our website at www.ermanz.govt.nz/resources/index.asp or may be requested by contacting ERMA New Zealand, P O Box 131, Wellington. Ph +64 4 916 2426 Fax +64 4 914 0433 Email info@ermanz.govt.nz