



RHODES UNIVERSITY

*Where leaders learn*

**DEPARTMENT OF ZOOLOGY &  
ENTOMOLOGY**

**SAFETY POLICIES AND USE OF  
FACILITIES 2017**

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# 1. DEPARTMENTAL SAFETY & POLICIES

## 1.1. INTRODUCTION

The Department of Zoology & Entomology is committed to ensuring the ongoing health and safety of all staff and students. This includes ensuring that certain facilities are ready and safe to use. This document has been compiled with these aims in mind. Some of the information contained within the document are prescriptive rules (e.g. those pertaining to building evacuation in the event of a fire alarm), whilst others are suggestions (e.g. safety on field trips). It is therefore important that all staff, students and visiting researchers read the document. The Head of Department, Academic Staff and Senior Support Staff must ensure that this document is brought to the attention of students, and to promote understanding and implementation of its contents. Academic Staff must ensure that necessary safety facilities are in place in any laboratory under their control. Whilst every effort will be made to ensure the safety of staff and students, it is up to individuals to also take responsibility for their own safety and that of others. Know how to use all facilities responsibly.

**Important People**      **Prof Alan Hodgson (Head of Department)**. Telephone 046 603 8525, [a.hodgson@ru.ac.za](mailto:a.hodgson@ru.ac.za), office G21.

**Ms Candice (Candy) Marshall (Manager: Admin and Technical Support Section)**: ordering of all chemicals, consumables and equipment for undergraduate teaching classes, demonstrator timetables & payments, examinations process, admin and mark capturing for 2<sup>nd</sup>, 3<sup>rd</sup> and Honours year courses, department budgets (furniture and equipment, capital equipment), office allocations. Telephone 046 603 8528, [c.marshall@ru.ac.za](mailto:c.marshall@ru.ac.za), office G20.

**Mr Andre van Rooyen (the Principal Technical Officer, PTO)** is in charge of the workshop, structural and equipment repairs (including boats, vehicles and trailers), and issue of keys. He is also a fire safety officer. Telephone 046 603 8534, [andre.vanrooyen@ru.ac.za](mailto:andre.vanrooyen@ru.ac.za), office B01.

**Mr Pendrick (Dzudzu) Kotelo (workshop attendant)** assists the PTO within Department. Telephone 046 603 8534, office G18.

**Mr Siyabonga (Siya) Dyaloyi (Technical Officer, Zoology)** is in charge of the Zoology facilities, storage and disposal of biological waste and chemicals, specimen collection for undergraduate lab classes, departmental stores, loaning of equipment. He is also a first aid and safety officer. Telephone 046 603 8224, [s.dyaloyi@ru.ac.za](mailto:s.dyaloyi@ru.ac.za), office G15.

**Ms Thabisa Mdlangu (Senior Technical Officer, Entomology)** is in charge of the Entomology facilities and stores (loaning of equipment and sale of consumables). Telephone 046 603 8759, [t.mdlangu@ru.ac.za](mailto:t.mdlangu@ru.ac.za), office G16.

**Ms Sbahle Ngwenya (Technical Assistant, Zoology)** is a first aid and fire safety officer. She is also able to assist with storage and disposal of biological waste and chemicals, specimen collection for undergraduate lab classes, departmental stores, loaning of equipment. Telephone 046 603 7204, [s.ngwenya@ru.ac.za](mailto:s.ngwenya@ru.ac.za), office G17.

**Mr Nkosinath (Rubber) Ndzengu (Technical Assistant, Zoology)** assists with setting up of undergraduate practicals and loaning of equipment. [N.ndzengu@ru.ac.za](mailto:N.ndzengu@ru.ac.za), office G18.

**Ms Babalwa Booi (Admin Assistant III)** is in charge of all research accounts, vehicle, laptop and data projector bookings, sending of items via courier and fax. Keeps first aid kit. Processing of purchase orders from research accounts, departmental functions, admin and mark capturing for all 1<sup>st</sup> year courses. Telephone 046 603 8525, [b.booi@ru.ac.za](mailto:b.booi@ru.ac.za), office G23.

**NOTE: The Government and University has legislated that smoking is not permitted in any university buildings; this includes your own room. BOTH THE INDIVIDUAL AND UNIVERSITY CAN BE FINED IF YOU ARE CAUGHT BREAKING THIS LEGISLATION.**

The University's Health and Safety Committee ([www.ru.ac.za/safety/cimmittees](http://www.ru.ac.za/safety/cimmittees)), chaired by the Vice-Chancellor's nominee, is a statutory body which meets once a term. This committee receives copies of all accident reports. Serious accidents are referred to the University's Senate.

**IMPORTANT NUMBERS:**

Campus Protection Unit (CPU) – 8146

Rhodes Health Centre – 8523

Grahamstown Fire Services directly on speed dial from a university telephone- 5298

Ambulance (private) – ER24 084 124

Ambulance (provincial) – 10177 or 0466229102

[www.ru.ac.za/safety/emergencies](http://www.ru.ac.za/safety/emergencies)

**Acknowledgements**

This document was compiled by Professor Alan Hodgson, Head of Department of Zoology & Entomology (2011), with the assistance of Ms Sharon Richner, Mr Jubal Peters and Mrs Liesl Knott. Updates done by Ms Candice Marshall: 2012, 2014, 2015, 2016 and 2017.

## 1.2. GENERAL SECURITY

The external doors to the Life Sciences Building, as well as each passage door, are operated on a card access system. These doors must therefore remain closed at all times from 1300 to 1400, after hours, during any university shut-down period, and public holidays. Doors are monitored by security cameras.

Student/Staff cards are issued by the Student Bureau and they can be activated for the Life Sciences Building by Ms Booie at the reception desk on the ground floor.

DO NOT let strangers into the building after hours.

All staff and students are advised to **keep their offices locked when not in a room**. Always keep valuables locked in a drawer of your desk. Laptop computers should be secured to an anchoring point (most offices have these) with a laptop lock.

Keys to offices are issued by the PTO. DO NOT have keys copied. The PTO will do this if approved by the Manager. All keys must be returned to the PTO. **An amount of R100 per key will be charged for any lost keys that need to be cut.**

In the event of an emergency there is a phone mounted on the wall of at the entrance to each corridor on the first and second floors, that is a direct link to campus security.

## 1.3. GENERAL BUILDING AND LABORATORY SAFETY<sup>i</sup>

**Shoes must be worn in the building at all times and anyone not wearing shoes will be required to leave the building.** (Reason: Whilst the cleaning staff sweep floors regularly, hazardous material, glass or any sharp objects may be deposited on floors in labs and corridors. Shoes protect from such material.

Always work carefully and methodically – working at high speed can lead to accidents. Personal clothing worn in the laboratory must be of such a nature as to provide sufficient protection for legs and feet.

**Protective clothing, and closed shoes** should be worn when working in the laboratory **and MUST be worn when working with chemicals.**

Basic protective clothing consists of a white laboratory coat, which should be buttoned up.

Technical staff members working in the Undergraduate Facility must wear protective trousers and safety shoes/boots in addition to a laboratory coat, **when the nature of their job requires extra protection.**

The wearing of relatively large objects around the neck in a laboratory is a potential hazard, eg. flash drives or keys dangling from a cord, as they can get caught in equipment or become contaminated with hazardous material.

The potential dangers of chemicals are indicated on the bottles – basic protective clothing (laboratory

coat) should be supplemented by gloves, masks and safety glasses where applicable.

Supervisors must ensure that safety glasses, masks and gloves are available when needed, and that all students are informed of their location.

Remove laboratory coats before entering areas where food is handled, e.g. the Tea Room and Kitchen.

Laboratory coats should not be worn outside of the building, except when fetching chemicals from the Chemistry Department.

Laboratory coats and other protective clothing should be laundered on a regular basis.

**Remove gloves upon leaving a laboratory, so that door handles are not contaminated.**

**Remove gloves (even if “clean”) before entering the lift, using a telephone or using a computer.**

**Protective gloves must be worn when handling liquid nitrogen or working an ultra low freezer.**

**Always wash hands before leaving a laboratory, before eating and after handling hazardous chemicals and biological agents. All labs should have soap and paper towels available.**

**If hazardous chemicals are used in a laboratory, eating, drinking, smoking or gum-chewing is not allowed.**

**No containers of food or drink may be taken into an area where hazardous material is present.**

**The Life Sciences Building is a no-smoking zone.**

Fingers should not be inserted into the mouth or eyes while working with chemicals or biological agents.

**Broken glass must be cleaned up immediately and disposed of in designated containers situated in each laboratory. Supervisors must arrange for such containers in conjunction with the Technical Officers.** It is recommended that all supervisors purchase a dust pan and brush for their laboratory.

Inspect all glassware carefully for cracks and chipped rims before use.

Lubricate glass pipes and rods with glycerine before passing them through rubber stoppers and wear leather gloves.

Specially designated, non-permeable gas tubing must be fitted to gas taps in laboratories. Silicone tubing is not suitable for use in this situation.

Bunsen burners must be used with care and must be switched off when not in use.

Long runs of gas tubing across floors are very dangerous, eg. for providing a Bunsen burner in a safety cabinet from an adjacent bench.

**Bunsen burners attached to portable gas cylinders should be used in cabinets.**

The use of Bunsen burners in cabinets is a potential fire hazard – ensure that they are not left unattended, and that the gas tubing is securely attached to the Bunsen burner.

Waterbaths must not be set up in the immediate vicinity of other electrical equipment, as splashing may result in damage to the equipment.

**Pipetting by mouth is not permitted.** A rubber teat or related apparatus must be used to draw liquid into glass pipettes.

Eyes must be washed out well in the event of a chemical splash, using the distilled water from an Eyewash Station. Supervisors should ensure that their labs have an eyewash.

In the event of extensive splashing of chemicals onto the clothing and body, clothing must immediately be stripped off and the affected areas washed down well in one of the emergency showers situated in the Ladies' Toilet on the 3<sup>rd</sup> floor, the Men's Toilet on the 5<sup>th</sup> floor and the autoclave section of the Preparation Laboratory (007) on the ground floor.

**All containers used to store chemicals or biological substances must be labelled clearly.**

The surface of workbenches must be kept clean and any spills wiped up immediately.

**Gas cylinders situated in laboratories and passages must be securely tethered by a strong metal chain to a hook attached to the wall.**

**Gas cylinders must never be rolled or dragged by hand – always transport them on specially designed trolleys.** One trolley is available, please contact the PTO.

Never open or close the regulator on a gas cylinder quickly to avoid excessive pressure on equipment.

Direct a gas stream away from persons.

**Flammable substances, especially ether and chloroform, must be kept away from an open flame.**

Laboratory equipment may only be used if adequate training has been received by the operator.

**Laboratory equipment may only be repaired by persons who are qualified and authorized to do so. All faulty equipment should normally be referred to the PTO immediately.**

**Electrical faults should be reported to the PTO (who will report it to a university electrician if necessary) – do not attempt to effect electrical repairs or reset tripped earth leakage switches.**

It is unwise to work in a laboratory situation on one's own.

Undergraduate students must not undertake work in **an undergraduate teaching laboratory** without the presence of a staff member or senior postgraduate student.

Establish the location of the First Aid Kit and Eyewash Station in your laboratory.

Establish the location of the fire extinguishers closest to your laboratory.

Waste must be disposed of in appropriate containers (consult Mr Dyaloyi, Rm G16).

Pressure vessels (autoclaves) must not be opened until the internal pressure has been vented.

Autoclaves must contain sufficient water to cover the heating element before operating.

Spills of water or liquid on laboratory and passage floors must be cleaned up immediately if possible (for small spills), or must be report to the CCS supervisor, Ms Sylvia Maqanda, Rm B29, [s.maqanda@ru.ac.za](mailto:s.maqanda@ru.ac.za).

#### 1.4. FIRST AID KITS

A First Aid kit is kept in the Reception area on the ground floor. If you discover any missing items, or use anything from the first aid kit, immediately inform Ms Booie. Departmental vehicles also possess first aid kits. It is suggested that Academic staff maintain a basic first aid kit in their laboratory. First aid kits for field trips are available from Ms Mdlangu (Rm G15).

## 1.5. FIRE SAFETY AND FIRE DETECTION

The Life Sciences building is fitted with fire and smoke detectors in most rooms, labs and corridors. Fire extinguishers are mounted at various localities on walls and in addition a fire hose is located on each floor. All staff and students should ensure that they know where the nearest fire extinguisher is and note where the fire hoses are (note that fire-fighting equipment is subject to regular checks to ensure that they operate). There are two fire safety officers – Ms Ngwenya and Mr van Rooyen who are able to operate the firefighting equipment.

- All fire escapes and passages must be kept clear of large objects that may form obstacles to easy evacuation during a fire.
- No large objects may be placed in front of fire-fighting equipment.
- It is an offense to remove a fire-extinguisher from its designated position, unless for the purpose of extinguishing a fire.
- Used fire extinguishers must be reported immediately to the PTO.
- **Do not use water to extinguish an electrical fire.**
- Heaters or air conditioners must not be left on in offices after hours. Do not overload power points.
- All staff and students should examine the fire evacuation instructions posted on walls on each floor. These instructions provide information on where the nearest fire escapes and exits are. **IN THE EVENT OF A FIRE ALARM DO NOT USE THE LIFTS.**

### 1.5.1 When the fire alarm sounds:

- Evacuate the building as quickly as possible via one of the fire escapes or exits. Close, but **do not lock** your door; **Switch off** Bunsen burners and heaters before evacuating the building;
- make your way rapidly to the far end of the parking area near the entrance gate; report to the floor monitor (for names of floor monitors, see below);
- Do not enter the building until the HoD or Manager gives the all clear.

Floor monitors:        Basement; Mr Andre van Rooyen  
                                  Ground floor; Ms Babalwa Booie and Mr Siya Dyaloyi  
                                  First floor; Prof Martin Hill  
                                  Second floor; Dr Shelley Edwards and Prof Alan Hodgson

### 1.5.2 To avoid any accidental triggering of the smoke detectors:

- Avoid the use of naked flames close to the smoke detectors in labs.
- If you are using a Bunsen burner that is heating something make sure that it is attended at all times.
- Chemical reactions should be carried out in fume hoods that are switched on.
- **UNDER NO CIRCUMSTANCES SHOULD ANY COOKING BE UNDERTAKEN IN OFFICES, ROOMS OR LABS, ESPECIALLY WITH GAS BURNERS.** This may not only trigger the smoke detectors but

is also and health hazard and breaches the Health and Safety act. The Department has provided a microwave oven in the second floor kitchen for heating pre-cooked meals.

- Ensure that kettles are located away from smoke detectors as the water vapour from boiling kettles can also trigger the smoke detectors.

**NOTE: Any triggering of the fire alarm/smoke detectors alerts both campus security and Hi-Tec Security.**

## 1.6. SAFETY DURING FIELD WORK

Anyone carrying out field work is potentially vulnerable to crime and in addition could suffer an accident. Field conditions will vary and it is impossible to think of all scenarios that will guarantee safety. Nevertheless there are things that can be done to minimize harm.

- Before proceeding into the field ensure that someone (e.g. supervisor, departmental secretary) knows where you are going, when you are leaving and when you plan to return.
- Check the weather. This is especially important for those working in the intertidal zone or out at sea. **If conditions look unsafe then they probably are.**
- Take a fully charged cell phone with you. Ensure that the secretary and supervisor has this number. Have the departmental number and/or supervisor number on speed dial.
- Try to ensure that you never proceed into the field alone, especially if you are working in remote localities. It is imperative that female staff and students **are always** accompanied by someone. **NEVER** undertake night work alone. **NEVER** work in the intertidal zone alone.
- The Zoology or Entomology technical support staff may be available to assist on daytime field trips only. Requests for their services must be discussed with Ms Marshall (the Manager) or with the staff directly (Mr Dyaloyi or Ms Mdlangu).
- If you are undertaking night work ensure that you have a good torch and spare batteries.
- If things look suspicious – bail out.
- **Do not pick up hitch-hikers.** Apart from the safety aspect our vehicle insurance does not cover this. If you cause an accident a hitch-hiker may also sue you.
- When in the field do not wear expensive looking jewellery and keep cell phones and wallets hidden.
- Do not leave possessions on view in the departmental vehicles. Try to carry all valuables with you, out of sight, in a back-pack.

**NOTE: Personal possessions are not covered by university insurance.**

## 1.7. HOW TO SAFELY HANDLE CHEMICALS

- All chemicals should be regarded as poisonous.
- The potential dangers of a chemical are indicated on the bottle – always read before handling, and use extra protective equipment where necessary.
- Pay special attention to the hazard pictogram on the label, which will specify the hazardous nature of a particular chemical.
- Never touch a chemical with bare hands – use a spatula.
- Do not pour hot solutions into reagent bottles – allow to cool first.
- Always use funnels when pouring liquids, especially concentrated acids and alkalis.
- **Never pour water into acid; always add acid to water.**
- Label all reagent bottles properly, and include the date on which the reagent was made up.
- Never use chemicals or reagents from unlabeled bottles.
- Heavy bottles must be stored on lower shelves.
- Bottles containing acids and alkalis must be carried with both hands, with the one hand being placed underneath the bottle to give support. Use a special bottle carrier when transporting over a long distance (e.g. from the Chemistry Department).
- Liquid nitrogen must be transported in a specially designed container known as a Dewar flask.
- Procedures involving carcinogens (eg. ethidium bromide, phenol, methanol, acrylamide) and boiling of solvents must be carried out in an efficient fume hood.
- Chemicals which emit toxic or noxious fumes, toxic gases and volatile flammable liquids must be handled in a fume cupboard.
- Pipetting by mouth is prohibited – mechanical pipettes must be used.
- Gloves and protective glasses should be worn when handling carcinogens, acids, alkalis and other irritants.
- Corrosive chemicals such as sulphuric, nitric and hydrochloric acid, as well as sodium hydroxide, must be stored in cool, well-ventilated places.

- Acids and alkalis must not be stored in the same area.
- Flammable liquids (eg. ether, acetone, ethanol) must not be stored in the same area as oxidising chemicals (eg. performic acid, hydrogen peroxide).
- Chlorates (eg. Jik) must not be stored with acids or combustible materials.
- Poisonous chemicals MUST be kept in a locked cupboard.
- Solvents, acids, alkalis and flammables must be stored in fire-resistant cupboards.
- Large quantities of flammable liquids (more than 40L, i.e. 16 x 2.5L bottles) should not be kept in laboratories.
- Always work in a fume hood with material that emits sulphide gas.
- Mixtures containing organic solvents or inorganic acids must not be autoclaved.
- **Response to a chemical spill:**
  1. Alert people in the immediate area of the spill.
  2. Wear protective clothing, including safety goggles, mask, gloves and lab coat.
  3. If spilled material is flammable, turn off Bunsen burners or any naked flame.
  4. Avoid breathing vapours from the spill by putting a mask on.
  5. Apply absorbent material (cotton wool or paper towel) around the periphery of the spill and then onto the centre of the spill.
  6. Sweep up the absorbent material and place into a sealed, leak-proof bag or container.
  7. Dispose of all materials used in the cleaning up of the spill, into the sealed container.
  8. Label all bags or containers, indicating the identity of the hazardous chemical and alert Mr Dyaloyi to ensure safe disposal.
- **Response to an Acid/Base spill:**

<p><b>NOTE: Any laboratory that uses acids MUST have facilities for dealing with an acid spill.</b></p>
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1. For a spill not directly on human skin, do the following:
  - Neutralize acids with powdered sodium hydrogen carbonate (sodium bicarbonate/ baking soda), or bases with vinegar (5% acetic acid solution). ○ Avoid inhaling vapours. ○ Spread diatomaceous earth to absorb the neutralized chemical.
  - Sweep up and dispose of as hazardous waste.
2. For spills directly on human skin, do the following:
  - Flush area with copious amounts of cold water from the faucet or drench shower for at least 5 minutes. If spill is on clothing, first remove clothing from the skin and soak the area with water as soon as possible.
  - Arrange treatment by medical personnel.

- **Response to a gas leak:**
  1. If there is a strong smell of gas, extinguish all Bunsen burners.
  2. Contact one of the technical officers, who will call the engineers in to investigate and resolve the problem.
  
- **Response to a mercury spill (e.g. from a broken thermometer):**
  1. Do not touch the mercury with your hands.
  2. A Mercury Collector should be used (get assistance from Mr Dyaloyi).
  3. Wearing gloves, safety glasses, a lab coat and face mask, take the lid off the Mercury Collector.
  4. Press the sponge, set into the underside of the lid, down onto the mercury drops.
  5. This will cause the mercury to adhere to the sponge.
  6. Clean all drops up in this way, before screwing the lid back onto the jar.
  7. The mercury will be released from the sponge when the sponge comes into contact with the inner perforated plastic plate and will collect at the bottom of the jar.
  8. Once all mercury has been released from the sponge, loosen container cap so that it is screwed loosely onto the jar. This is necessary to prevent damage to the sponge.
  9. Return the Mercury Collector to technical staff.
  10. When full, the Mercury Collector, sealed inside the outer container, will be collected by the waste disposal company.
  11. After having mopped up the mercury, clean the spill area carefully, using an ordinary disinfectant.
  12. This protocol is sufficient to cope with a small mercury spill such as that created when breaking a mercury thermometer.

## 1.8. DISPOSAL OF CHEMICALS AND BIOLOGICAL WASTE

### 1.8.1 Chemicals

**NOTE: UNDER NO CIRCUMSTANCES MUST LIQUID TOXIC WASTE BE DISPOSED OF BY POURING DOWN THE SINK!**

If you know that your research will involve the production of waste/used chemicals you must find out how these should be disposed of.

To do this contact Mr Dyaloyi who will advise on chemical disposal or undertake to dispose of the chemicals. All chemical for disposal must be stored in a glass container that is labeled accurately and clearly.

### 1.8.2 Biological Waste

Small amounts of biological waste can be disposed of by sealing in a plastic bag that is deposited in one of the outside bins. Large amounts of biological waste must be incinerated and researchers should consult Mr Dyaloyi.

## 1.9. STORAGE OF FLAMMABLE AND DANGEROUS CHEMICALS

- All chemicals must be accurately and clearly labelled.
- Flammable chemicals should be stored in a fire proof cabinet. Small volumes of flammable chemicals should only be stored on bottom shelves – never up high.
- Dangerous chemicals (e.g. corrosive and toxic chemicals) should be on low shelves in cupboards – never high up.

## 1.10. INCIDENT REPORTING

### **1.10.1 The following procedures must be adhered to in the event of a medical emergency following an accident to a STUDENT in a laboratory:**

1. A member of staff (either academic, technical or administrative) must immediately be informed of the accident.
2. The staff member must take responsibility for immediately contacting the Departmental First Aid officer, who must proceed at once to the scene of the accident.
3. The staff member must proceed to/remain at the scene of the accident until the arrival of a First Aid Officer, and be prepared to assist.
4. The First Aid Officer will administer whatever assistance is appropriate or possible at the scene of the accident.
5. If necessary, and on the advice of the First Aid Officer, the injured party must be transported to a local doctor or hospital for further treatment.

Full information must be provided to the doctor/Sanatorium sister regarding the nature of the laboratory accident, in order for them to establish whether appropriate measures must be taken to protect against the harmful effects of hazardous chemicals or biological agents.

### **1.10.2 The following procedures must be adhered to in the event of injury on duty in the case of STAFF members:**

1. The accident must be reported personally (if possible) to the Manager.
2. The Manager must complete a Supervisor's Report of Injury on Duty Form, giving full details of the incident.
3. The Manager must keep a copy of this form in the staff member's file.
4. The injured staff member must take the form to Human Resources Division, where a second form will be given to them to take to the casualty section of Settlers Hospital.
5. The injured staff member will be treated and provided with the necessary medication.
6. The hospital must provide a medical certificate indicating the treatment administered and the number of day's sick leave recommended.
7. The medical certificate must be returned to Human Resources, who will send a copy to the Manager.

**Note: First Aid Officer's in the Department: Ms S Ngwenya (Level 1), Mr SW Dyaloyi (Level 1).**

## 1.11. ANIMAL ETHICS, EXPERIMENTATION AND COLLECTING PERMITS

The department and university have Animal Ethics Committees. Any study that involves experimentation, observation, capture, manipulation (e.g. marking or ringing), euthanasia, and/or laboratory maintenance of vertebrates (fish, reptiles, birds and mammals) requires the approval of the departmental animal ethics committee. If an application for work is approved by the departmental committee, the application with approval with then be forwarded to the university committee. Application forms can be obtained from Dr Shelley Edwards (s.edwards@ru.ac.za). Further details can also be obtained on the university web.

Departmental Animal Ethics Committee: Dr. S. Edwards.

The department has a collecting permit for marine and estuarine organisms. Researchers should ensure that they have any other necessary permits for research.

Researchers who keep animals in the laboratory are responsible for their maintenance at all times. Once experiments are completed, animals must either be returned to their environment or disposed of humanely. All academics need to stress these responsibilities to their students.

## 2. USE OF DEPARTMENTAL FACILITIES

### 2.1. DEPARTMENTAL EQUIPMENT

The department does possess some general instrumentation and equipment. Academic staff will be able to inform students as to what equipment is available and whether this equipment can be taken into the field.

Anyone needing equipment should contact Ms Marshall or Mr Dyaloyi who will issue it or confirm whether it can be taken away from the building. This is to ensure that it is covered by insurance.

**NOTE:** Under no circumstances should equipment/instrumentation be removed from undergraduate laboratories. This includes microscopes. These have been purchased for undergraduate teaching.

Any breakages should be reported to Mr Dyaloyi, Ms Marshall or Mr van Rooyen. They will be able to assess whether the item can be repaired.

If a piece of equipment has a container or a dust cover, use these when the equipment is not in use.

### 2.2. GENERAL OFFICE TELEPHONE AND FAX

The telephone in the secretary's office (046 603 8525) is not for general use and not for personal use. The phone in the secretary's office can therefore only be used with special permission of the secretary.

If students need to make a call for research purposes they should wherever possible use the phone of their supervisor.

The departmental fax number is 046 622 8959 and Ms Booie will be able to assist with sending faxes. All incoming faxes are received via email to [zoosec@ru.ac.za](mailto:zoosec@ru.ac.za) and Ms Booie will forward faxes onto the relevant recipients.

## 2.3. USE OF DEPARTMENTAL VEHICLES

These regulations are to ensure that the vehicles are maintained in a roadworthy (and therefore safe) condition, are in a condition fit for use (i.e. clean), and that they are covered by our insurance whilst they are being used.

**2.3.1 The Vehicles** There are two vehicles available for use – a MAHINDRA SCORPIO and a FORD RANGER

**The keys** to the vehicles can be collected from the safe on the wall inside the basement where the vehicle are parked. The admin office has a set of spare keys.

**Note: The PTO may at any time keep a vehicle off the road if he requires repairs to be made.**

**2.3.2 Vehicle charges** are assessed on a regular basis. Charges include insurance and fuel. Charges are calculated to ensure that there are funds to repair vehicles and to build up capital to replace vehicles.

Note: If a vehicle is found to be in a very dirty condition so that it requires a valet service, this service will be charged to the last logged user of the vehicle.

**2.3.3 Bookings.** Bookings are to be made using the online booking system. When booking a vehicle please indicate which vehicle you have booked, and the time required (e.g. morning or afternoon only; all day). Better still indicate the time the vehicle will be returned. This is important as many people use the vehicles. Please also use your full name and list your cell phone number.

**ANY bookings that are not correctly made will be cancelled.**

The Manager will try to bill researchers for the use of the vehicles at the end of each month. Please ensure, therefore that the log book (kept in the glove compartment of each vehicle) is filled in correctly and that it is clear which research or departmental account is to be charged.

**All students, postdoctoral researchers and research assistants** need to undergo a Rhodes University driving test at the Transport Office before they are able to use the Department vehicles.

**2.3.4 Refueling.** Both vehicles have DIESEL engines. Both have a fuel card attached to the key ring which means that you can use this card at any garage - you do not have to hand over payment.

**2.3.5 First Aid Kits.** Both vehicles carry a first aid kit. If anything is used in the kit please notify the PTO so that any used items are replaced immediately.

#### **2.3.6 Rules**

1. Drivers must be at least 21 years of age, hold an appropriate, clean, valid driver's license **and students** must be a registered Rhodes driver (but you do not need a PDP).
2. Vehicles are **not for private use for any reason whatsoever**, but for research and departmental business only.
3. Vehicles may not be booked for longer **than 3 days in a row**. If you require a vehicle for longer please consult all staff members (includes the technical staff) to ensure that this will not inconvenience them, their students or the department. Lengthy bookings must be approved by the HoD.
4. Please also note that the both vehicles are double-cabs, BUT ARE NOT 4X4.
5. The interior of vehicles (this includes the back loading space) must be **cleaned immediately after use**. There is a dustpan and brush inside vehicles. Do not leave the vehicle without having cleaned it thoroughly. If water (especially sea water) has been spilled ensure that it is mopped up.
6. If you get the exterior of the vehicle very dirty, CLEAN IT. The department will provide you with a hose pipe. Unclean vehicles will be sent for cleaning and any costs passed on to the last person to use the vehicle.
7. When leaving the vehicle unattended **use the gear lock** (even if it is for a couple of minutes only). We cannot afford to replace a stolen vehicle.
8. **Vehicles may not be driven by anyone who has consumed even a small amount of alcohol.**
9. Immediately report any mechanical faults or damage to body work to the PTO. If you have an accident (including minor scrapes) report this immediately to the PTO. This is to ensure that repairs are carried out promptly.
10. **Drivers** are responsible for any traffic fines. NOTE: ANYONE CONVICTED OF A SPEEDING OFFENSE OR MIS-USES THE VEHICLES MAY BE BANNED FROM DRIVING THEM.

Anyone not adhering to the above regulations may be barred from using our vehicles.

## **2.4. DEPARTMENTAL BOATS**

The department has two small boats suitable for use on inland waters and estuaries. To use the boats permission must be obtained from either Professor Hill or Professor Froneman. Anyone wishing to use the boat must either have the appropriate skipper's license or have a registered skipper who will accompany them on the field trip. Anyone wishing to use the boat will have to show competence in towing and maneuvering a vehicle with a boat and trailer, as well as in launching and recovering a boat.

**After use the boat must be cleaned by the users and the engine should be flushed with fresh water.**

## 2.5. WORKSHOP

The PTO, Andre van Rooyen, is in charge of the workshop, its tools and equipment.

- Nobody may use the workshop facilities without his permission.
- Nobody other than the PTO may remove tools from the workshop.
- Nobody other than the PTO may use the powered equipment in the workshop.

## 2.6. THE DEPARTMENTAL CONSTANT ENVIRONMENT ROOMS

These regulations are to ensure that these rooms are used correctly, are maintained in a condition fit for use (i.e. clean), and are available for those that need them. CE rooms are in short supply.

### 2.6.1 Number of CE Rooms

The department has the use of seven CE rooms – three on the first floor and four on the second floor.

### 2.6.2 Booking of CE Rooms

All bookings must be made on the online google calendar. Please provide the CE room number, your name, contact number and temperature at which the room is running. There should be space for at least 4 people to work in each CE room. Please label your space and no-one is allowed to touch/move/remove anyone else's samples without their permission.

Any problems with CE rooms must be reported immediately to the PTO who will organize their repair.

### 2.6.3 Rules

1. CE rooms must be kept clean and tidy.
2. CE rooms may not be used as store rooms! When not in use CE rooms must be vacated AND SWITCHED OFF.
3. **It is the responsibility of the users (not the cleaning staff) to ensure that the CE room is cleaned after its use.**
4. Do not lock CE rooms unless it is absolutely necessary. If you need to lock a CE room this must be cleared through the PTO. Keys, however, must be provided to the PTO. This is because all CE rooms are monitored by smoke detectors. If a fire breaks out in a locked CE room staff will need to access the room urgently.
5. You need to contact the PTO to set up the temperature and humidity, as the panels require a password.
6. The name of the person using the CE room should be clearly displayed in the spreadsheet on the door. This should also indicate an estimate of how long the room is to be used for.

Anyone not adhering to the above regulations may be barred from using CE rooms.

**NOTE: All members of the department are requested not to enter CE rooms of other researchers without their permission. You may ruin an experiment. However, staff may enter CE rooms if an emergency arises. Do not remove any equipment from CE rooms that does not belong to you. The department will regard this as theft.**

## 2.7. WALK IN COLD ROOM AND FREEZER AND -80 FREEZERS

The department has a walk-in cold room, a walk-in deep freeze, one -80 Freezer and a -20 chest freezer. The first two are available for general use. All items left in these rooms must be clearly labelled. Anything not labelled may be disposed of. Both rooms are cleaned out on an annual basis.

**NOTE: these rooms are not dumping facilities for unwanted material.**

Anyone needing to use the -80 freezer must log their name on the online google calendar. If you need access to the calendar, please email Ms Marshall ([c.marshall@ru.ac.za](mailto:c.marshall@ru.ac.za)).

The -20 chest freezer is available for general use (in room G02), but priority will be given to undergraduate teaching needs.

## 2.8. TROLLEYS

The department has several general laboratory trolleys. General lab trolleys can be borrowed from the ground floor preparation area or the basement workshop. Once you have used a trolley, please clean it and return it. **Trolleys must not be used to store things on.**

## 2.9. ICE MACHINE

The department has an ice machine (in room S14). Do not put ice from the ice machine into drinks, the ice could be contaminated.

## 2.10. AUTOCLAVES

The Department has two floor standing autoclaves (in room S14). Anyone wishing to use these instruments must follow the instructions carefully. Please report any faults immediately to the PTO.

## 2.11. DEPARTMENTAL LAPTOP AND DATA PROJECTORS

The department has one Laptop and two portable data projectors. If you wish to use them, please book via the online booking system. During term time priority will be given to staff who need these for teaching and seminars.

When using the data projector please take note of the instructions. Correct use will ensure that the bulb lasts longer.

The laptop may not be used for field research, researchers must provide their own laptops for field work.

### 3. EMERGENCY CONTACTS

<b>On-campus emergencies:</b>	
8999 or 046-603.8999	Any emergency on campus (CPU can contact other emergency services, etc)
<b>National emergency call centres:</b>	
112	National emergency call centre (still to be implemented, goes to CPU for now)
1022	Telkom's emergency call centre
<b>Police:</b>	
10111	National police emergency number
086 001 0111	Crime Stop
<b>Fire:</b>	
046 622 4444	Makana fire brigade
080 111 4444	Makana fire brigade (toll free)
<b>Ambulance:</b>	
10177	National ambulance service emergency number
082 124	ER 24
<b>Poison Information Centres:</b>	
021 689 5227	Red Cross Hospital poison centre
021 931 6129	Tygerberg Hospital poison centre
0800 333 444	Unitas Hospital poison centre
<b>LifeLine:</b>	
0861 322 322	LifeLine national counselling line (sharecall)

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<sup>i</sup> Prescriptive rules are in bold