

PETRONAS TECHNICAL STANDARDS

HEALTH, SAFETY AND ENVIRONMENT

GUIDELINES FOR LABORATORY HSE

PTS 60.2112

Rev 1

DECEMBER 2011



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This revision of PTS **60.2112 –Guidelines for Laboratory HSE (December 2011, Revision 1.)** has been updated to incorporate PETRONAS Lessons Learnt, Best Practice and new information issued by relevant industry code and standards. All updates in the document are highlighted in *italic* font.

The previous version of this PTS **60.2112 (June 2006)** will be removed from PTS binder / e-repository from herein onwards.

The custodian of this PTS is: Manager - HSE MS, Standards & Regulations, GHSED.

Please direct any questions regarding this PTS to the above-mentioned.

Document Approval

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PREFACE

PETRONAS Technical Standards (PTS) publications reflect the views, at the time of publication, of PETRONAS OPU/Divisions.

They are based on the experience acquired during the involvement with the design, construction, operation and maintenance of processing units and facilities. Where appropriate they are based on, or reference is made to, national and international standards and codes of practice.

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Acknowledgement

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1.0 INTRODUCTION

Laboratories are generally recognized as places where a high potential for accidents exists. This is primarily due to the nature of the materials handled, the equipment used and the wide range of activities undertaken. However, due to an awareness of the potential hazards amongst laboratory workers, the frequency of accidents is usually relatively low, but they do nevertheless occur and can have serious consequences.

To ensure that such accidents are prevented it is essential that all locations prepare comprehensive written safety instructions and procedures covering foreseeable risks and potential hazards which could arise in the laboratory. These instructions and procedures should be placed in the context of the Enhanced Safety Management Programmed.

The objective of these guidelines is to provide advice to managers responsible for laboratories on setting up safety management systems and assembling the information needed. This will enable laboratory staff to carry out their tasks in a safe and efficient manner, both inside and outside the department. Furthermore it will ensure that visitors will be adequately controlled and protected whilst they are present in the laboratory.

These guidelines are designed for use by all PETRONAS laboratories, irrespective of size, and notwithstanding the diverse nature of the work carried out in different locations. However, it is clear that the approach will depend on the size of the laboratory. For example, auditing activities will be very different in a large Group Central Research Lab of more than 500 people compared to a small field Exploration and Production or Marketing laboratory.

This document is therefore general in nature; it is designed to help individual locations to provide the necessary detailed instructions and procedures appropriate to their situation. To facilitate this, references are made to relevant open and in-house literature.

In those countries where statutory regulations or national codes of practice concerning laboratory operations are in place, these must be observed.

2.0 SCOPE

This procedure covers the minimum requirements necessary for Laboratory Safety within the OPU/JVs. More stringent requirements may be implemented or may have to be adopted due to local, state or national legislation or experience gained in specific areas of Laboratory Safety.

3.0 REGULATORY AND OTHER REQUIREMENTS

The Laboratory Management shall ensure that the laboratory it operates is in accordance with legal requirements, internationally or locally available and accepted laboratory safety standards and practices.