

LTIBC Guideline
Title: Safe Use of Portable Devices in Laboratories
Approval Date April 2019

Revision Date April 2020

Version 1

Purpose: To provide guidance for the safe use of portable devices within Physical Containment facilities

1. What devices this guideline refers to:

- I. Portable laboratory items, examples including but not limited to; *Hand-held sensors and loggers (i.e. temperature/ humidity/ light), E-notebooks (tablets), e-readers, USB Keys, Laptop computers (and chargers), desktop computers (monitors and CPUs), keyboards, reading and writing materials, Cameras, telephones, General users access cards and keys, pens and stationary.*
- II. Portable Personal devices which do not stay in the laboratory, examples including but not limited to; *mobile phones, music players, i-Pods, Bluetooth speakers, radios.*

2. How to apply good practice around portable devices in laboratories:

Risk assessment and infection control procedures must be in place to allow movement and any risk/s that would prohibit the use of movement of the portable devices in the facility must be identified.

Portable Device	Potential Hazards	Source of Hazards	Recommended measures
Laboratory items	<ul style="list-style-type: none"> • Contamination of devices with hazardous substances. • Electrical hazard. 	Biological and Chemical: <ul style="list-style-type: none"> • Contaminated gloves • Laboratory surfaces (i.e. benches and shelves) • Aerosols • Spills Electrical: <ul style="list-style-type: none"> • Causing shocks and burns (non-fatal to fatal) • Causing fires 	<ul style="list-style-type: none"> • Devices should be considered as dedicated laboratory equipment and must not be subsequently removed to offices or other "clean" areas. • The procedures for removing and transporting laboratory items to other physical containment facilities should be outlined in the flowchart a notion on how items should be; <ol style="list-style-type: none"> i. decontaminated (prior and following transportation) ii. safely sealed and packaged iii. transported iv. stored v. disposed according to the requirements relating to dealings conducted in an authorised physical containment facility. • Gloves and appropriate PPE must be worn. • Work spaces and laboratory items should be regularly disinfected and when spills occur. • Electronic devices that connect to a general power outlet should be annually tested for electrical safety.
Personal devices which do not stay in the laboratory	<ul style="list-style-type: none"> • Infection and contamination that can also be carried in and out of the laboratory causing environmental and health risks. • Distraction while carrying out safety critical procedures. • Isolation and interference with carrying out safety 	<ul style="list-style-type: none"> • Contaminated personal devices Biological and Chemical: <ul style="list-style-type: none"> • Contaminated gloves • Laboratory surfaces (i.e. benches and shelves) • Aerosols • Spills Electrical:	<ul style="list-style-type: none"> • Lab safety guidelines may forbid mobile phones from being in the lab. Alternatively, in the PC facility, staff may be allowed to carry the phones under PPE. If the phone vibrates, the owner must follow dedicated procedure for leaving the facility (i.e. remove PPE, wash hands, and leave the laboratory) before answering. • Employees should give an alternative contact number (i.e. personal line/voice mail) or to refer potential callers to the laboratory phone.

	<p>critical procedures and with the ability to hear alarms or help-requests for others in need.</p> <ul style="list-style-type: none"> • Electrical hazard. 	<ul style="list-style-type: none"> • Causing shocks and burns (non-fatal to fatal) • Causing fires 	
Use of mobile phone cameras and video/recording equipment	<ul style="list-style-type: none"> • Risk of infection and contamination that can be carried in and out of the laboratory putting others at risk. • Risk of experimental data privacy and security breach following equipment loss, steal or hack. 	<ul style="list-style-type: none"> • Contaminated mobile phones and video/recording equipment <p>Biological and Chemical:</p> <ul style="list-style-type: none"> • Contaminated gloves • Laboratory surfaces (i.e. benches and shelves) • Aerosols • Spills 	<p>Any equipment must be decontaminated prior and post entry to the PC facilities.</p> <ul style="list-style-type: none"> • Use of mobile phone cameras or personal camera is not recommended in the laboratory • The laboratory may own cameras designated to laboratory use and that are considered as laboratory items.

NOTE: *Appropriate principles, must be followed when developing your own "portable device procedure" for laboratories. Schools and Facilities may implement their own set of guidelines or procedures. The guidance document is not prescriptive. The purpose of the document is only to provide guidance.*