

## Local Rules

### What are 'Local Rules'?

- A generic set of rules which should be adopted as a minimum standard. These model local rules should be tailored for local conditions and activities. The safe working practices adopted must reflect the assessment of risks involved, influenced by factors such as the biological agents involved, the type of work being carried out and the location of the laboratory.
- A more detailed, specific set of local rules is required for work with pathogenic organisms at Containment Level 3 or for working with radioisotopes.

### Content of 'Local Rules'

The content and form of local rules / local code of practice should include:

- An introduction which:
  - explains the purpose of the local code of practice and the scope of activities covered
  - references other health and safety documents
  - summarises the significant findings of relevant risk assessments.
- Identification and description of the area to be covered and the containment level required to control any biological agents being used or any special measures relating to other hazardous material.
- A description of the nature and range of biological or infectious agents or chemicals to which workers might be exposed.
- An outline of how workers are most likely to be exposed to infectious agents or hazardous materials (i.e. the risks) and the safe working practices required to ensure work is done safely.
- Local rules of conduct for workers and appropriate guidance for ancillary and maintenance staff, contractors and visitors
- Procedures for waste disposal and disinfection (routine and in the event of an emergency)
- Procedures for the maintenance, examination and testing of equipment such as microbial safety cabinets, centrifuges etc.
- Emergency procedures, including the procedures for dealing with accidents and incidents involving biological agents, and who should be contacted in the event of an accident involving an injury or infection.
- Health Surveillance arrangements and immunisation policy if required,
- A list of general procedures specifying which workers are authorised to carry out particular procedures.
- Key training requirements for workers and training records demonstrating that training has been provided.