



Delivery of Chemicals Procedure

RCSI endeavours to protect staff, students and others, so far as is reasonably practicable, from the risks arising from contact with chemicals during delivery and storage. This procedure outlines the action to be taken once chemical deliveries arrive on site.

This procedure applies to Porters, Staff and Students who come into contact with chemicals on arrival to site and transport to its final destination for storage.

DEFINITIONS

- *Assigned Staff Member:* Person who is responsible for the coordination of deliveries to the lab and who delegates duties to staff / students.
- *Lab Personnel:* Those who are delegated to pick up and store chemicals from the delivery point.
- *Delivery Point:* Designated point in Lab where Porters will place chemicals.
- *Delivery Docket:* With every order there is a docket attached or inside the box / container.

RESPONSIBILITIES

Porters

- Head Porter to communicate this procedure to all Porters.
- Deliveries to building 123 St. Stephens Green will only be accepted at the sliding gate at Glovers Alley.
- Security will notify Porter at main reception desk from extension phone at Supplier delivery location at Glovers Alley.
- Porter at desk will log time of call/delivery and delegate deliveries to Porters available.
- Porter delivering the goods will record time of delivery, destination and sign.
- All damaged or incorrect deliveries must be reported to the Delivery Company or supplier ASAP.

Laboratory Staff and Students:

- Lab Manager to communicate this procedure to all staff and students in the lab.
- Supplier will drop off all deliveries to site at sliding gate on Glovers Alley.
- If your order is of priority 1 e.g. requires fridge/freezer storage immediately on arrival, notify the Porters immediately on estimated delivery time etc.
- Lab Manager to assign 1 lab member to take overall control of deliveries to the Lab.
- The assigned lab member to ensure that the name on the Suppliers account is correct at time of order.
- The assigned lab member to designate a 'delivery point' in the lab, where Porters will drop off chemicals.
- The assigned lab member to delegate relevant lab personnel to pick up deliveries each day and store them in correct location in lab.
- When lab personnel put items away, the delivery docket must be signed, dated and placed in a designated location (assigned lab member to organise this location).
- If the name on the delivery docket is for a specific person, email them saying that their delivery has arrived and inform them of its location.

Note: Many laboratory departments have a bar code system in place for chemical inventory. Before you start to place orders for chemicals, make yourself familiar with this system and your labs process.

REVIEW

This procedure will be reviewed every 2 years and its effectiveness will be further reviewed as part of the post-incident process.