



**Health, Safety  
Security & Environment**



**SCANDINAVIAN ACADEMY**  
Training and Development



# Course: Working & Safety in Chemical Laboratory, Preparation & Take Sample Workshop

Code	City	hotel	Start	End	price	Hours
548	Vienna (Austria)	Hotel Meeting Room	2024-07-01	2024-07-05	5450 €	25

## ABOUT THE COURSE

Safety in the laboratory is an individual and personal responsibility, as well as a management's duty. Staff training should be directed towards making safety considerations an attitude of mind and an integral part of all work procedures. No document can ensure safe practice within the workplace.

**Safety is dependant on the:**

- Quality of the previous training and experience of its employees;
- Testing and labeling of the chemicals which are available;
- Design and maintenance of the physical facilities of the workplace; and reliability and safety of the equipment provided.

- The idea of this course is to give an introduction to working in a laboratory. It is hoped that people become aware of their role and function in a laboratory environment. Whatever the function of the laboratory, its most important asset is the staff and how those staff perform. This course presents people with the basics to become an integral part of the laboratory and assist the facility to generate data that are of high quality and scientifically reliable.

## YOU WILL LEARN

**Upon Completion of the Course, Participants will be able to:**

- To exercise total quality management in producing reliable, consistent and independent results and on-time to their customers.
- To increase the awareness of the occupational health and safety in the laboratory environment, and exercising



total professionalism in scientific and management areas.

- To identify the most effective and efficient practice in planning, organizing, prioritizing and executing the business requirements.
- To develop effective communication and interpersonal skills among lab personnel

This course is written with the aim of making staff aware of the potential hazards involved with chemicals in the workplace and to instill in them the need to think about what they are doing.

Therefore, it is essential that all staff be made aware that the use of chemicals and equipment in a work environment is potentially dangerous. Staff should take all possible steps to minimize and guard against accidents; and adopt safe work practices at all times. It is important that all laboratory staff adopt a new analytical psychology. This psychology necessitates them becoming totally aware of the work process they are performing, and understanding the techniques and chemicals they are using, to minimize the chances of human error.

## DESIGNED FOR

Laboratory managers, analytical chemists, medical scientists, laboratory supervisors, research and development scientists, microbiologists, food technologists and quality assurance/control managers.

## COURSE CONTENT

### Day 1:

- Welcome & Introductions and course briefing
- Safety in the laboratory
- Chemicals and us
- How chemicals harm us (Chemicals classification)
- Chemical reactions
- Poisons and Carcinogens



- Handling toxic substances

## **Day 2:**

- Spillages
- General laboratory Equipments
- Protective equipment and safety kit
- Fire and evacuation procedures in chemical laboratory
- Occupational health and safety audit
- Total quality management and safety
- Smart work not hard work

## **Day 3:**

- Working under pressure and stress, safety first!
- Storage and disposal of chemicals materials/compounds
- Laboratory facilities and space
- Identifying potential dangerous laboratory practices
- Cost of safety versus the cost of injuries/accidents
- Safety and quality equal success



- Open forum/presentation of certificates

#### **Day 4:**

- Introduction and the expectation
- Types of reports
- What is a Technical Report?
- Analytical Test Reports and Certificates of Quality
- Enhancing Your Report
- Report Writing Strategies
- Exercise: writing a complete technical report

#### **Day 5:**

- Scientific Reports
- One Page Reports
- Exercise: write a one page scientific report
- Handling Customer Complaints (reports vs. other techniques)
- Electronic versus paper reports
- Test Method Writing & Customer complaint Response reports



- Reporting to senior management team



**The Scandinavian Academy employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:**

- **Theoretical Lectures:**
  - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
  - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
  - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
  - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
  - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
  - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
  - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
  - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
  - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
  - Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.