

Thames High School

Te Kura Tuarua o te Kauaeranga



Kia kōtahi ai te piki ake, kia ikeike rawa ki te taumata | We grow together to achieve one's true potential

Role Description: Laboratory Manager

Position Title	Laboratory Manager
Report to	Business Manager & Head of Science
Responsible For	-
Key functional relationships (internal and external)	Science staff (teachers and technician)
Terms and Conditions:	<p>10 hours per week, 40 weeks (school term time), permanent</p> <p>The conditions of employment (including remuneration) are as stated in the relevant Collective Agreement (Support Staff in Schools SSSCA or Secondary Teaching, STCA)</p> <p>Support and Review</p> <p>1. The Laboratory Manager will meet regularly with the head of science and science technician, at least weekly.</p> <p>2. The Laboratory Manager will meet with the Business Manager and Head of Science once each year to conduct a review of performance in relation to this Role Description</p>
Updated	30 March 2023

Role Description

The Laboratory Manager's primary role is to coordinate hazardous substances management (safe work policies and procedures) in science laboratories. ¹

The responsibilities and safe practices are those outlined [in Safety and Science/Pūtaiao: Guidance for Aotearoa New Zealand Schools and Kura](#), that satisfy the relevant legislation and regulations.

The Laboratory Manager will have overall responsibility for the management of all hazardous substances contained within the designated area (SCIENCE DEPARTMENT) and other area that may require specialist support (e.g., technology).

The Laboratory Manager will work with the Head of Science, Science Technician and the School Business Manager, as appropriate to ensure the role is effectively supported and carried out.

In addition, to the overall role in managing safe practices in the science laboratories, the laboratory manager will support the science technician to prepare chemicals, safely. This will involve training, support and practical advice and guidance.

¹ The laboratory manager is designated as manager of exempt laboratory under S33 of Hazardous Substances and New Organisms Act 1996, part (3) of Section 18 of the Health and Safety at Work (Hazardous Substances) Regulations 2016, and the Hazardous Substances (Exempt Laboratories) Regulations 2001.

Key Performance Areas	Expected Outcomes and Performance Indicators
Management of Hazardous substances	<ul style="list-style-type: none"> • ensure that the relevant provisions of Safety and Science/Pūtaiao: Guidance for Aotearoa New Zealand Schools and Kura² are understood and adhered to. This includes: <ul style="list-style-type: none"> ○ ensuring that the hazardous substances in the laboratory are always under the direct supervision by a nominated Person in charge, for example a science teacher or other suitably qualified or trained person, for example a science technician³. ○ providing professional advice and guidance to persons in charge of a designated laboratory space or directing such persons to relevant professional learning material or courses ○ ensuring any hazardous substances and equipment are secure at all times when the area is not directly supervised by a Laboratory Manager or Person in Charge ○ ensure that hazardous substances are handled and stored in the way required under the Hazardous Substances Control Regulations, e.g., segregation, security, etc. ○ ensure that information on the use and maintenance of equipment, is available to all persons using Hazardous Substances (e.g., MSDS, guidelines for safe practice, etc.) ○ ensure that procedures for the disposal of Hazardous Substances are included in the Laboratory Safety/Procedures manual or other appropriate documentation. ○ Conducting regular safety checks ('audits' at appropriate intervals on safe practices and hazards ○ Monitor day-to-day safe practices of workers in the laboratory spaces, give appropriate advice and guidance and report and opportunities for support and potential breaches. • nominate any other suitably- qualified, appropriate person (technicians, other teachers, relievers) to be "in charge" in the laboratory manger's absence (e.g. outside their direct working hours)⁴. • Ensure that the requirements and practices for these aspects of safe laboratory practice are fully compliant: <ul style="list-style-type: none"> ○ Security ○ Signage ○ Inventory, information, labelling and containers ○ Storage and handling, ○ Emergency planning ○ Protective clothing and equipment

² That is compliant with the appropriate legislation and regulations.

³ If a room is to be used by an extramural class, without the direct supervision of a nominated person, then all hazardous substances shall be secured. If a class is to be supervised by a relieving teacher who does not have the appropriate skill and knowledge requirements, then all hazardous substances shall be secured and any activity in the designated safe must be within the bounds of the skills and capabilities of the relief teacher.

⁴ delegate some of their functions to "persons in charge" of a laboratory but cannot delegate their responsibility. This may be the head of science, science technician, other designated staff, with appropriate bounds. This includes ensuring teachers or other staff has the requisite knowledge and competencies to carry out any planned activities.



Reporting	<ul style="list-style-type: none"> • Regular meetings with Head of Science, Science Technician and Science staff as needed • Provide monthly reports to the Health and Safety Officer and/or Committee about the safe practices, and any identified hazards, incidents and accidents within the science learning area • Provide an annual report summarising safe practices, needs and next steps to the school board.
Support and assist the Science Technician	<ul style="list-style-type: none"> • Provide relevant professional advice, guidance and learning as needed. • Support the Science Technician in their role to provide staff with chemical & equipment requests, especially the safe handling and preparation of chemicals and other needs. • Ensure that equipment and chemical requests are in keeping with health and safety protocols, and appropriate risk assessments have been completed. • Maintain safety information records for chemicals • Working with HOD arrange budgeting, ordering to meet department needs • Assist with implementation of Code of Practice
Health & Safety & Wellbeing	<ul style="list-style-type: none"> • Take responsibility for personal safety & wellbeing, with appropriate support. • Practise safe work methods and proper use of safety equipment and methods. • Active participation to eliminate & minimise workplace risks.
General Expectations of all staff	<ul style="list-style-type: none"> • Support the Vision, Mission, and Values of Thames High School / Te Kura Tuarua o te Kauaeranga and adhere to its Procedures and Policies. • Contribute to a culture of teamwork, respect and collegiality amongst staff, in accordance with the Staff Code of Conduct, maintaining positive relationships with all stakeholders. • Contribute to a safe working & learning environment, and sharing responsibility for the health and safety, including active participation to eliminate & minimise workplace risks. • Work and conduct are culturally responsive, and we maintain a focus on appropriate tikanga and developing our Te Reo Māori, e.g., correct pronunciation, greetings, written communications. • Maintain a focus of professional development for self and others as appropriate, including the completion of appraisal. • High standards of professional behaviour and presentation are always displayed when representing the school. • Confidentiality is always respected and maintained. • Maintain a high level of effective communication with all stakeholders.



[Type here]

Appendix: Person specification / competencies

The person conducting a business or undertaking (PCBU) must ensure that at least one person is designated as a laboratory manager and record the terms and conditions of the designations in writing, including specifying the areas under the control of the laboratory manager(s).

The PCBU must ensure that the laboratory manager has:

- technical knowledge of the physical and chemical properties of all substances managed or used in the laboratory¹, including the likely hazardous properties of substances being synthesised, to prevent or manage the adverse effects of those substances
- knowledge of:
 - precautions for handling the hazardous substances managed or used in the laboratory
 - the disposal of those substances in accordance with the Hazardous Substances (Disposal) Notice 2017
 - any relevant safe work instrument relating to laboratories.
- the specific knowledge and skill requirements set out in the laboratory's emergency response plan
- the ability to demonstrate the correct operation and maintenance of equipment, including personal protective clothing and equipment, necessary to manage the substances in the laboratory throughout their lifecycles.

These knowledge requirements should include an awareness of the legislative requirements that apply under the Regulations. Accordingly, the laboratory manager should be aware of which substances can be used or stored in the laboratories under their control, depending on the laboratory design and construction.

Detailed information (for example, the safety data sheet (SDS)) for each substance should be readily accessible to supplement the competency of the laboratory manager.

The following competencies may be used as a guide for demonstrating laboratory manager basic skills and knowledge:

- NCEA Level 6, National Diploma in Science Level 5 or equivalent qualification where the course of study has included papers on physical, chemical, and toxic properties of chemicals would satisfy the requirement for 'a technical knowledge of the physical and chemical properties of all substances', or at least 5 years' laboratory experience would also satisfy this requirement.

