



CMM X-RAY ANALYSIS FACILITY LAB INDUCTION INFORMATION

In an emergency call security on 336 53333.

1. CMM “WH&S and EMS Handbook” and Lab Specific Information

- Specific health and safety information for each CMM lab (workgroup) can be found on the local OH&S noticeboard (most up to date source) and in the CMM handbook.
- The CMM “WH&S and EMS Handbook” has more detailed information on topics discussed below. Check the CMM website (<http://www.uq.edu.au/nanoworld/>) for version updates.
- Machine instructions available on CMM server - “InstCMM” folder.
- General Rule – If you have not yet been trained by staff to do it/use it - DON’T DO IT! – see staff for assistance.
- **Be aware of your OH&S responsibilities** (<http://www.uq.edu.au/ohs/?page=133956>):
 - Comply with safe working procedures
 - Use of appropriate personal protective equipment and safety systems
 - Assist with the preparation of risk assessments for samples or new procedures
 - Report OH&S problems

2. Forms and Information– CMM, OH&S and EMS

- Useful forms are available near the OH&S notice board or online (<http://www.uq.edu.au/nanoworld/>) or from Rob Gould, Workplace Health and Safety Co-ordinator (WHSC) in the AIBN (room 103).
- General information is available from the UQ HWS website (<http://www.uq.edu.au/ohs/>).

3. UQ Sustainability Program (EMS)

- The main environmental impacts/risks associated with the centre are the generation, use and disposal of hazardous chemicals (including samples). Be aware of handling, spill and disposal procedures for all chemicals you use in the centre. If unsure ask *before* you use them
- The CMM is not aware of any structures or equipment that may contain asbestos in our X-Ray Analysis Facility. If you find/disturb material that you suspect of containing asbestos, inform CMM staff immediately.
- The UQ Sustainability website is bookmarked (<http://www.uq.edu.au/sustainability/policies-and-procedures>) and accessible on the laboratory processing computers.
- The Sustainability notice board is located on wall opposite the fume hood (contact #s, procedures and policy).
- Spill Kit is located on the bench opposite the fume hood.
- In the event of a spill, immediately inform people in the vicinity. Contact staff for minor spills and Environmental Engineer (336 51587) or Security (336 53333) for major spills and other major environmental incidents.

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- Chemwatch site is bookmarked on laboratory processing computers. This is where to go to look up the SDS for any chemicals you use.
 - Risk Assessments (CMM and samples) contain waste disposal and spill procedures. Please note that all waste requiring specialized disposal must be returned to lab of origin.
 - A SDS Folder (for lab chemicals) is located in the red box near the first entrance to the lab area and full SDS's are available on the desktop of general lab computers.
- 4. OH&S (or HS&W) Notice Board**
- Located on wall opposite the fume hood.
 - Specific information for each Lab (Workgroup) can be found on the local OH&S noticeboard and in the CMM handbook.
 - Lists UQ Wellness Program (Fitness Passport), CMM OH&S Committee, First Aid Officers, WHSC & HSRs, Emergency Wardens and WH&S Division contacts.
- 5. Emergency Contact Numbers**
- The Emergency Procedures Card and additional contacts are posted on OH&S noticeboard and at the phones. It lists emergency numbers, CMM after-hours contacts, First Aid Officers, WHSC & HSRs and Emergency Wardens (WHSC – Rob Gould; HSR – Kathryn Green; Laboratory Manager – Kevin Jack).
 - Lab phone number is 336 53733.
- 6. Booking Equipment**
- The instrument booking system (PPMS) is available on-line, via CMM homepage (shortcut on CMM general computers).
 - Booking rights will not be granted until you are fully trained and inducted.
- 7. Emergencies (Including Fire Safety)**
- Floor Emergency Warden: Kevin Jack (336 51143 or mobile 0402 780 069).
 - Additional Emergency Wardens: Floor - Fiona Arbuthnot (53891), Building - Denise Adams (53900).
 - See “Emergency Notice Board” near lifts for addition building information.
 - Evacuation meeting point is Oval 1 (behind AIBN building).
 - Fire extinguishers are located throughout the laboratory and at the entrances.
 - Break-glass alarm is located opposite the list and at the main building entrance.
- 8. First Aid Kit**
- On the wall at the entrance to the XRD lab area.
 - Eyewash Kit is located next to First Aid Kit. Full eyewash and safety showers available in lab at opposite end of building.
 - All workplace injuries should be recorded on the University Accident/Incident Database. If this is more painful than the injury itself, please (at least) record the injury in the notebook next to the First Aid Kit to ensure that you are covered by University insurance.

9. UQ Wellness and Assistance Programs

- UQ has a Wellness Program, providing a fitness program (fitness passport), free and confidential counselling services, Staff Assistance Scheme and Student Services program: <http://www.hr.uq.edu.au/staff-support-services>
- Benestar is UQ's Employee Assistance Program (EAP) provider. Contact them by calling 1300 360 364 or via the link in the above website. For further information contact UQ Staff Support and Rehabilitation Advisor on 336 51146.

10. Faulty Equipment / Hazards and Service Procedures

- If you discover faulty equipment/hazard immediately report it to the Lab Manager (Kevin Jack) or local CMM staff. If staff members are unavailable (e.g. after-hours), leave a note on the equipment with your name, date, contact number and fault details.
- Yellow “Caution - Out of service” or red “Danger – Do not operate” tags indicate equipment is faulty and **must not be operated**. Anyone found operating equipment with these tags will be disciplined.



- Equipment servicing may require lab/area access to be restricted to service personnel only. These areas will be signed. Do not enter these areas until signs removed.

11. General PPE

- Footwear: enclosed shoes required for lab area. No thongs or open sandals. See poster on OH&S notice board.
- Safety glasses, lab coats and enclosed shoes must be worn when hazardous chemicals are present in preparation areas.
- Protective glasses and lab coats are available (next to fumehood).
- Use appropriate gloves for chemicals (see staff/ Risk Assessment/Chemwatch if unsure).
- Discard gloves on slight contamination, they provide splash protection only.

12. Waste Disposal

- Only paper and “standard office waste” to go in general waste bins.
- Non-chemical lab waste (**INCLUDING GLOVES**) to go in Clinical Waste Bins (yellow with yellow liner). This includes all perceived clinical waste - waste that could be interpreted as being contaminated with hazardous substances.
- All sharps to go in sharps bins.
- Anything that could puncture yellow bin liners is considered sharps (e.g. micropipette tips, orange wood sticks).
- All chemical waste to be removed and disposed of in lab of origin.
- Waste generated in fume hoods should be placed in sealed waste container (provided by user) prior to removal and disposal in lab of origin.



13. Sample/Chemical Labels

- All samples/chemicals must be labelled with your name, date, chemical contents (with appropriate health/risk warnings) and dangerous goods class. Labels are provided at the sample submission box just inside the XRD lab door. All samples submitted for analysis to CMM staff must be supplied with a complete sample submission sheet which includes a risk assessment summary.

14. General Chemical Use

- Read and familiarise yourself with health/risk statements for all chemicals used. See staff if unsure.
- Small volumes of ethanol and methanol may be used outside fume hood (where there is adequate ventilation and no ignition sources). All other chemicals with “avoid vapour” risk/health statements are to be used in fume hood.

15. General Chemical Storage

- Return all chemicals to their appropriate position.

16. Fume Hood Operation

- Please read Standard Operating Procedures before use.
- Only small quantities of powders are to be handled in the fume hood. Bulk materials must be processed in lab of origin.
- After use, decontaminate fume hood before switching off (blower button).
- In the event of a fire inside the fume hood, close sash and turn off manually using the red switch on the control panel located on the upper right corner.

17. Risk Assessments

- Risk Assessments for equipment are provided with machine instructions. Read, understand and sign-off on relevant assessments. Assessments/instructions are updated regularly - check to see that you have signed off on current RA.
- A risk assessment, specific for your samples, must also be supplied before you can independently access the Centre or submit your sample for processing.

18. Visitor Access

- Visitors are welcome to the lab with prior arrangement. All visits must be approved by the lab manager or designated staff member. A brief lab induction is required which visitors must “sign-off” on. Staff may delegate supervision to clients for low risk work (e.g. computer use). Visitors will be required to be escorted by their host at all times and must not use equipment or chemicals without staff training and approval. Visitors will not be required to be inducted in subsequent visits if their participation remains the same. After-hours visitors will be required to complete a full induction.

19. Restricted Areas

- Do not enter areas marked “restricted access” (e.g. laser lab). An additional induction is required for independent access to these areas.

20. Required Forms

- Independent lab access will not be granted until:
 - Your local “UQ New Worker OH&S Induction Checklist” has been completed and returned to the WHSC (Rob Gould) – e-copy preferred.
 - A record of your completion of the required on-line safety modules is supplied.
 - A CMM Training Needs Analysis (TNA) form has been completed.
 - A valid risk assessment for your sample/material has also been supplied to the WHSC or project manager - to be reviewed and stored on file in the lab.
 - You have a registered with CMM and generated a project on PPMS.

- Equipment licences (and therefore booking rights) will not be issued until:
 - You have signed the relevant centre risk assessments covering the equipment/processes you will be using.

 - Your Training Sheet has been signed off on by your trainer - to indicate that you are competent in machine use and in all HS&W and EMS issues relating to your use of the equipment.

 - Queensland Health Radiation licence has been obtained (if required for the operation of “unsealed X-ray source” equipment – discuss this requirement with you instrument manager, the Lab Manager (Kevin Jack) or Radiation Safety Officer (Anya Yago)).

- Access will then be granted to the lab 8am to 4pm weekdays. After-hours access (to use only the instruments you are trained on) may be granted following approval from the Lab Manager (Kevin Jack) and the successful completion of the after-hours safety induction and assessment (detailed procedure is on the OH&S noticeboard).