

CMM AIBN LAB INDUCTION INFORMATION

In any emergency call UQ Security on 336 53333.

1. CMM “WH&S and EMS Handbook” and lab informaton

- Specific health and safety information for each CMM lab (“workgroup”) can be found on the local OH&S noticeboard and in the CMM handbook.
- The CMM “WH&S and EMS Handbook” has more detailed information on topics discussed below. The current version has been emailed to you as part of the “Induction Pack”. Check the CMM website (<https://cmm.centre.uq.edu.au/ohs>) for version updates.
- Machine instructions also available on CMM server - “InstCMM” folder.
- **General Rule** – If you have not been trained by CMM staff to do it/use it - DON’T DO IT! – see staff for assistance. You should complete a Training Needs Analysis form (TNA) at your CMM interview to determine your individual training requirements.
- **Be aware of your OH&S responsibilities :**
 - 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

- Relevant forms are available online (<https://cmm.centre.uq.edu.au/ohs>) or from Rob Gould, Workplace Health and Safety Co-ordinator (WHSC) in Room 103.
- Additional information is available from the OH&S website (<https://cmm.centre.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. Be aware of handling, spill and disposal procedures for all chemicals you use in the centre (see risk assessments). If unsure, ask *before* you use them.
- The CMM is not aware of any structures or equipment that may contain asbestos in our AIBN facilities. If you find/disturb material that you suspect of containing asbestos, inform CMM staff immediately.
- The UQ Sustainability website is bookmarked and accessible on the laboratory computer (<http://www.uq.edu.au/sustainability/policies-and-procedures>).
- The Sustainability notice board is located outside the microtome room (contact #’s, procedures and policy).
- Spill Kit is located next to Room 121 (beside the fridges).
- In the event of a spill, immediately inform people in the vicinity. If assistance is required, contact staff for minor spills and the 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 lab computer. This is where to go to look up the SDS for any chemicals you use.
 - Full SDS's are also available on the desktop of the lab computer.
 - Risk Assessments contain waste disposal and spill procedures.
 - A hard copy SDS folder is located in the red box at the main entrance.
- 4. OH&S Notice Board**
- Located outside the microtome room.
 - Specific information for each Lab/Workgroup can be found on the local OH&S noticeboard and in the CMM handbook.
 - Lists University OH&S structure, CMM Committee, First Aid Officers, WHSC & HSR and Emergency Wardens.
- 5. Emergency Contacts**
- The UQ Emergency Procedures Card and additional contacts are posted on the OH&S notice board outside the microtome room (Security, Environmental Engineer, CMM after-hours contacts, First Aid Officers, Emergency Wardens, WHSC – Rob Gould and HSR – Kathryn Green, Laboratory Manager - Rick Webb).
 - Lab phone number is 334 63895.
- 6. Booking Equipment**
- The instrument booking system is available on-line (via CMM homepage) and bookmarked on the lab computer (Internet Explorer homepage).
 - Booking rights will not be granted until you are fully trained.
- 7. Emergencies (Including Fire Safety)**
- Building Emergency Warden: Luke Matthew (334 63999, 0434 604789)
 - Floor Emergency Warden: Rob Gould (334 63977, 0421 059198)
 - Deputy Floor Emergency Warden: Travis Hagstrom (334 63998)
 - In the event of an emergency, warn people in the vicinity and contact floor wardens. If unavailable, contact security. For confirmed fires call emergency services – 000.
 - Fire extinguishers are located at the entrances / exits - you may use these for small fires or to escape.
 - 3 exit points: main lab entrance, office lab entrance and emergency exit.
 - Fire alarms are located at the emergency exits.
 - Evacuation meeting point is Oval 1 (to the right as you exit the building from the main entrance).

8. **Liquid Nitrogen Safety**

- Low oxygen alarms (blue flashing light/ buzzer) are mounted above doors to all rooms containing potential oxygen displacing gases.
- Low oxygen emergency procedures are posted on OH&S noticeboard.
- If alarm sounds / light flashes, evacuate room immediately. Do not re-enter room until alarm has deactivated and all clear has been given. Do not enter room to assist others. In an emergency, contact staff trained in the use of breathing apparatus (Rob Gould) to assist. After-hours, contact security (336 53333).
- When using liquid nitrogen, wear appropriate PPE (cryogloves, safety glasses and face-shield or equivalent) located in liquid N₂ storage area.
- Inspect liquid nitrogen jugs before use.

9. **First Aid Kit**

- Located on bench near main lab entrance, opposite emergency shower/eyewash station.
- All workplace injuries should be recorded on the University Accident/Incident Database (UQ clients) or a form (non-UQ clients). 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.

10. **Safety Shower & Eye Wash Stations**

- 4 stations - located near main lab entrance, office lab entrance, opposite chemical shelves and outside the FIB room (Room 115). Keep access clear. Push on handle to the right to activate eyewash. Pull on chain to activate shower.
- Eyewash and safety shower use will cause flooding – this is OK – no power sources are located at low level in the area.

11. **UQ Wellness and Assistance Programs**

- UQ has a Wellness Program, free and confidential counselling services, Staff Assistance Scheme and Student Services program: <https://staff.uq.edu.au/information-and-services/health-safety-wellbeing>
 - 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.

12. **Emergency Shutdown Buttons**

- To be used in the event of an emergency where power/gas to the lab needs to be cut immediately.
- Located in main lab outside Electron Microscope 2 (Room 121), in corridor near rear fire exit (outside Room 124) and in most electron microscope rooms.
- Contact CMM staff or P&F to restore power if accidentally activated.

13. Faulty Equipment/Hazards and Service Procedures

- If you discover faulty equipment/hazard immediately report it to the Lab Manager (Rick Webb) 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.

14. General PPE

- Footwear: enclosed shoes for general lab area. No thongs or open sandals. See poster on OH&S notice board.
- Areas enclosed by black & yellow tape are “chemical labs”. Additional (minimum) dress requirements when working in this area are: safety glasses and lab coat (available at the lab entrance).
- Use nitrile gloves for chemicals (see Risk Assessment/staff/Chemwatch if unsure). Chloroform requires a double layer of nitrile gloves.
- Discard gloves on slight contamination, they provide splash protection only.
- The lab operates as a PC2 standard lab. Please observe PC2 guidelines (e.g. wash your hands on exiting lab, no food or drink in lab, no lab coats to be worn out of lab area).

15. Waste Disposal

- Only paper and “standard office waste” to go in general waste bins (white liners).
- 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.
- Waste generated in fume hoods to go in clinical waste bins in the fumehood.
- Waste chemicals to go in specific waste chemical bottle (fumehood or flammables cabinet).
- See staff, Chemwatch or Waste Disposal Flow Chart if unsure or can’t find appropriate waste container.
- The following common chemicals can go down the sink with adequate water
 - ethanol
 - acetone (in fume hood)
- HMDS is the only chemical disposed of by evaporation in the fumehood.
- All sharps to go in sharps bins.
- Anything that could puncture yellow bin liners is to be considered sharps (e.g. micropipette tips, orange wood sticks).

16. Used Glassware

- All non-disposable glassware is to go into the yellow wash-up container (main lab sink).
- If used in fumehood (ie had contained only water-miscible toxic chemicals), rinse first (in fumehood) and then place in yellow wash-up container on sink. No sharps in wash-up container (e.g. razor blades, broken glassware).
- Only use disposable glassware/plastics for resins (e.g. vials) – contaminated glassware is discarded.

17. Sample/Chemical Labels

- All samples/chemicals must be labelled with your name, date and chemical contents (with appropriate health/risk warnings) and dangerous goods class. Permanent “sticky” labels of common substances are available in the folder located next to the lab phone.
- When processing specimens in fumehood #1 (Processing Fumehood), label samples with appropriate “sticky” labels or use a processing container and Velcro the laminated chemical label to the outside of the box. Processing containers are stored in the cupboard opposite the fumehood and the laminated labels can be found on cupboard door.
- Short term storage (overnight) is provided in the large lab fridge (no flammable liquids). Longer term (up to a month) storage or larger volume storage may be provided with prior consent. Label all samples and chemicals appropriately. Samples/chemicals older than one month (or not labelled correctly) will be disposed of during regular clean-outs unless prior arrangements have been made.
- Flammable liquids requiring refrigeration are to be stored in the Lovibond spark-free fridge.

18. General Chemical Use

- Read and familiarise yourself with health/risk statements for all chemicals used.
- Use the stainless steel trays provided when working with standard EM chemicals in the fumehood. Lay paper towelling on bench and tray to contain drips. After use, discard the contaminated towels in the fumehood clinical waste bins and replace with clean paper towel. Wipe down bench with ethanol after use.
- Small volumes of ethanol may be used outside fumehood (where there is adequate ventilation and no ignition sources). All other chemicals with “avoid vapour” risk/health statements are to be used in fumehood.

19. General Chemical Storage

- Return all chemicals to their appropriate position e.g. fixatives (glutaraldehyde, paraformaldehyde and osmium tetroxide) are sealed with parafilm and stored on the fixative shelf in the large fridge.

20. Fumehood Isolation Switch

- In the event of fire or electrical fault in the fumehood, press the red isolation button located on the control panel. This cuts power to the power points and the gas supply. To reset, turn the red button to release it and then press the keypad button - “services reset”.
- Fumehoods are permanently left on. Only the lights are turned off overnight.

21. Bunsen Burner

- One Bunsen burner is located in a screw top container on top shelf opposite fumehood #2. Check area is free of open flammable liquid containers before connecting to the gas outlet. Do not leave unattended. Do not use in fumehoods without notifying staff and removing all hazards.

22. Risk Assessments

- Risk assessments for general lab procedures are available in the green folder next to the lab phone.
- Risk assessments for equipment are located 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 for your samples/material must also be supplied before you can independently access the Centre or submit your sample for processing.

23. Visitor Access

- Visitors are welcome to the lab during office hours with prior arrangements. A brief lab induction is required. All visits must be approved by the lab manager or designated CMM staff member. Visitors will be required to “sign in” on the visitors’ clip-board next to the first aid kit and wear a visitor tag, even if they have completed an AIBN building induction. Visitors must be escorted by a host at all times. CMM staff may delegate supervision to clients for low risk work (eg microscope viewing). Visitors are not to use equipment or chemicals without staff training and approval. After-hours visitors are required to complete a full induction.

24. 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 CMM Training Needs Analysis (TNA) form has been completed.
 - A valid risk assessment for your sample/material has also been supplied to the WHSC - to be reviewed and stored on file in the lab.
 - You have registered on PPMS and submitted a project.
- 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 WH&S & EMS issues relating to your use of the equipment.
- Access will then be granted to the lab 8am to 4pm weekdays. After-hours access (to use **only** the instruments/processes you are trained on) may later be granted following approval from the Lab Manager (Rick Webb) and the successful completion of the after-hours safety induction and assessment (detailed procedure is on the OH&S noticeboard).