CMM HAWKEN LAB INDUCTION INFORMATION

In any emergency call UQ 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 (HS&W) 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 http://www.uq.edu.au/nanoworld/) for version updates.
- Machine instructions also 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. You should complete a Training Needs Analysis form (TNA) at your CMM interview to assist in determining your individual 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 Sustainability (EMS)

- Useful forms are available in the Safety Bookcase at the main entrance to the lab.
- General UQ information is available from the OHS website (http://www.uq.edu.au/ohs/).

3. UQ Sustainability Program (EMS)

- The main environmental impacts/risks associated with the CMM are the generation, use and disposal of hazardous chemicals. Be aware of handling, spill and disposal procedures for all chemicals you use in the CMM (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 Hawken 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 booking computer (http://www.uq.edu.au/sustainability/policies-and-procedures).
- The Sustainability notice board is located next to the OH&S notice board (details contacts, procedures and policy).
- Spill Kit is located on the floor under the bench in the Chemical laboratory – Room L113.
- In the event of a spill, immediately inform people in the vicinity. If assistance is required, contact staff for minor spills and Environmental Engineer (336 51587) or Security (336 53333) for major spills and other major environmental incidents.
- Chemwatch site is bookmarked on lab computers. This is where to go to look up the SDS for any chemicals you use.
- Risk Assessments contain waste disposal and spill procedures.
- SDS Dossier is located in the red box near the lab entrance. SDS's of Hawken chemicals are also available (in pdf format) on the desk top of logging computers.

4. OH&S (HS&W) Notice Board

- Located at the lab foyer.
- Specific information for each Lab/Workgroup can be found on the local OH&S noticeboard and in the CMM handbook.
- Lists University OH&S resources, CMM Committee members, First Aid Officers, WHSC, HSR and Emergency Wardens.

5. Emergency Contact Numbers

- The UQ Emergency Procedures Card and additional contacts are posted at lab phones and the OH&S notice board (Security, CMM after-hours contacts, First Aid Officers, WHSC – Rob Gould and HSR – Kathryn Green, Laboratory Manager & Floor Emergency Warden – Ron Rasch).
- Lab phone numbers: 336 54390 - Chemical Prep' Lab. Main foyer - 33659036.

6. Booking Equipment

- The instrument booking system (PPMS) is available on-line (via CMM homepage) and bookmarked on the lab computer.
- Booking rights will not be granted until you are fully trained.

7. Emergencies (Including Fire Safety)

- Floor Emergency Warden: Ron Rasch (0466 777685).
- In the event of a fire or other emergency, warn people in the vicinity and contact a floor warden. If unavailable, contact security.
- Evacuation meeting point is the Oval 1.
- Fire extinguishers are located throughout the laboratory and at the entrance.
- There are no manual fire alarms located in the CMM area. The VESDA fire sensors will detect the products of combustion and activate the alarm.

8. Liquid Nitrogen Safety

- Low oxygen alarms (red flashing light/ buzzer) are mounted above doors to all rooms containing potential oxygen displacing gases.
- If alarm sounds/light flashes, evacuate room immediately. Do not enter room to assist others. Do not re-enter room until alarm has deactivated and all clear has been given. In an emergency, contact local staff or security (336 53333).
- Task specific training required for the use of liquid N_2. Wear appropriate PPE (e.g. cryo-gloves, safety glasses and face-shield or equivalent) located at liquid N_2 station.
- Inspect liquid nitrogen jug before use.

9. First Aid Kit

- Located near the entrance to the Chemical lab area.
- All workplace injuries should be recorded on the University Accident/Incident Database. If this is more painful than the injury itself, please advise CMM staff and record the injury in the note book next to the first aid kit - to ensure that you are covered by University insurance (UQ employees).

10. Safety Shower & Eye Wash Stations

- Located at the main lab entrance and the chemical lab exit. Keep access clear. Push on handle to activate eyewash. Pull on chain to activate shower.
- Eyewash and safety shower use may cause flooding – this is OK – no power sources are located at low level in these areas.

11. UQ Wellness and Assistance Programs

- UQ has a Wellness Program, 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. Further information from brochures (OHS notice board) or the UQ Staff Support and Rehabilitation Advisor on 336 51146.

12. Faulty Equipment/Hazards and Service Procedures

- If you discover faulty equipment/hazard immediately report it to the Lab Manager (Ron Rasch) 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. You can also register an equipment incident on PPMS.
- 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.
- Do not enter instrument rooms that you have not been inducted into by CMM staff.

13. General PPE

- Footwear: enclosed shoes required for all areas. See wall poster at entrance for guidance.
- Chemical Prep' lab (L113) is a wet chemistry lab area – additional PPE required: safety glasses, lab coats (and enclosed shoes). Obey mandatory PPE signs.
- Protective glasses, gloves and lab coats are available at this lab entrance.
- Use appropriate gloves for chemicals (see staff/ Risk Assessment/Chemwatch if unsure).
- Discard gloves on slight contamination, they provide splash protection only.

14. 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 bins 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 container (in fumehood or nearby). Ensure they are present before starting procedures, they are task specific.
- See staff, RA's, Chemwatch or Waste Disposal Flow Chart (near Spill Kit) if unsure.
- All sharps to go in sharps bins.
- Anything that could puncture yellow bin liners is considered sharps (e.g. micropipette tips, orange wood sticks).

15. Used Glassware

- All non-disposable glassware is to go into the white wash-up container (main sink).
- If used in fumehood (and had contained water-miscible hazardous chemicals), rinse first (in fumehood) and then place in wash-up container on sink. No sharps in wash-up container.
- Use only disposable glassware/plastics for resins (e.g. vials) – contaminated glassware is discarded.

16. 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 hazardous substances are available near the fume hoods.
- When processing specimens in the fume hood, use the pre-prepared blank labels from labelling station. Attach labels to trays/equipment when in use.

17. General Chemical Use

- Read and familiarise yourself with health/risk statements for all chemicals used. See staff if unsure and refer to risk assessment.
- Resin work is to be conducted on trays provided and all spills are to be cleaned up immediately.
- 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.

18. General Chemical Storage

- Return all chemicals to their appropriate position.

19. Emergency Isolation Buttons - Lab / Fume-hood / Instrument / Methane

- Individual fume-hoods and instruments have red emergency shutdown buttons. In the event of a fire, activate to cut power to individual instrument/hood.
- Chemical Prep' Lab (L113) has wall mounted room emergency shut down buttons - activation will cut power to entire room.
- IMS equipment in rooms L104 &105 have reticulated methane gas. In the event of a room fire, use the emergency isolation valve are located at the entrance to these rooms.

20. Risk Assessments

- Risk assessments and instructions for general lab procedures are available in the "Routine Laboratory Procedures" folder stored in the Safety Bookcase.
- 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.

21. 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. microscope viewing). Visitors are 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 on subsequent visits if their participation remains the same. After-hours visitors are required to complete a full induction.

22. Independent Lab Access (and Required Forms)

- Swipe card access will then be granted to the lab 8am to 5pm weekdays (through Staff/Student card). To exit, press the silver "Door Release Button". (In the event of a lab wide power failure – press the white "Emergency Door Release Button".)
- 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).
  - A CMM Training Needs Analysis (TNA) form has been completed.
  - A valid risk assessment for your sample/material has also been supplied - to be reviewed by the Project Manager and WHSC, and stored on file in the lab.
  - You have registered and submitted 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 trainer has signed off on your training, to indicate that you are competent in machine use and in all HSW and Sustainability issues relating to your use of the equipment.

- After-hours access (to use **only** the instruments you are trained on) may later be granted following approval from the Lab Manager (Ron Rasch) and the successful completion of the after-hours safety induction and assessment (detailed procedure is on the HSW noticeboard).