
CMM QBP (Cryo-TEM) LAB INDUCTION INFORMATION

In an emergency call Security on 33653333.

1. General Responsibilities

- **General Rule** – If you have not 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 determine your individual training requirements.
- **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– QBP, CMM, OH&S and EMS

- Specific health and safety information for each Lab/Workgroup can be found on the local OH&S noticeboard.
- Useful forms/information are available online (<https://cmm.centre.uq.edu.au>) or from Rob Gould (63977) Workplace Health and Safety Co-ordinator (WHSC) in AIBN Room 103.
- Additional information is available from the OH&S website (<http://www.uq.edu.au/ohs/>) bookmarked on lab computer.
- Machine instructions also available on CMM server - “InstCMM” folder.

3. UQ Sustainability and Environmental Program

- 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.
- UQ Sustainability website is bookmarked and accessible on the laboratory computer (<http://www.uq.edu.au/sustainability/policies-and-procedures>).
- Spill Kit is located at the main entrance.
- 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.
- Chemwatch site is bookmarked on lab computer. This is where to go to look up the SDS for any chemicals you use.
- Risk Assessments contain waste disposal and spill procedures.



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- SDS folder is located in the red box at the main entrance.
- 4. OH&S Notice Board**
 - Located at entrance.
 - Specific information for each Lab/Workgroup can be found on the local OH&S noticeboard and on the CMM website.
 - Lists First Aid Officers, Emergency Wardens, CMM and local WHSC's (CMM – Rob Gould, QBP – Donna Easton), Laboratory Manager (Matthias Floetenmeyer) & HSR (Kathryn Green). See Emergency Procedures Card.
 - 5. Emergency Contact Numbers**
 - The Emergency Procedures Card and additional contacts are posted on the OH&S notice board and near the phone. Security, Environmental Engineer, CMM after-hours contacts, First Aid Officers (Lou Brillault/Mikiko Miyagi), Emergency Wardens, WHSC (QBP – Donna Easton, CMM – Rob Gould) and Health & Safety Representative HSR (Kathryn Green).
 - Lab phone number is 334 62935.
 - 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: Chris Barnett (334-62200)
 - Floor Emergency Wardens: Matthias Floetenmeyer (334 62935), Mikiko Miyagi (334 62320)
 - In the event of an emergency, warn people in the vicinity and contact floor wardens. If unavailable contact security.
 - Fire extinguishers are located at the entrances / exits - you may use these for small fires or to escape.
 - 2 exit points: main lab entrance, rear lab emergency exit.
 - Fire alarms are located at the emergency exits.
 - Assembly point is grassed area at front of building.
 - 8. Liquid Nitrogen Safety**
 - Low oxygen alarms (red flashing light/ buzzer) are mounted above doors to all rooms containing potential oxygen displacing gases.
 - Low oxygen emergency procedures are posted on instrument room doors
 - 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 to assist (phone numbers on door). After-hours, contact security (336 53333).

- When using liquid nitrogen, wear appropriate PPE (cryogloves, safety glasses and face-shield or equivalent). These are located in the liquid N₂ storage area.
 - Inspect liquid nitrogen jugs for cracks before use.
9. **First Aid Kit**
- Located on computer 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**
- 2 stations - located near main lab entrance and rear lab entrance. Keep access clear. Pull on “eye-stalks” 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: <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 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 area needs to be cut immediately.
 - Located outside the door to rooms 2.148 and 2.157.
 - Contact CMM staff or QBP emergency contacts to restore power if accidentally activated.
13. **Faulty Equipment/Hazards and Service Procedures**
- If you discover faulty equipment/ hazard immediately report it to 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 only service personnel. These areas will be signed. Do not enter these areas until signs removed.

14. General PPE

- Standard PPE for biological/chemical labs is enclosed shoes, labcoat and safety glasses (available at the lab entrance). Areas assessed as general labs (microscope rooms) do not require the use of safety glasses during standard operation (subject to risk assessment).
- Office area is not a lab area. Do not wear PPE or bring in lab samples/chemicals to the office area.
- 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 is a PC2 lab. Please observe PC2 guidelines (e.g. wash your hands on exiting lab, no food or drink in lab, no lab coats 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, risk assessment, 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)
- Waste liquid nitrogen is 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 central wash-up container (main lab sink).
- If used in fumehood (and has contained water-miscible toxic chemicals), rinse first (in fumehood) before placing it in the wash-up container. No sharps in wash-up container (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 expanding file located on the bench next to fumehood #2.
- When processing specimens in fumehoods, label samples with appropriate “sticky” or laminated chemical labels and fill in the “experiment in progress” signs provided.
- Short term storage (overnight) is provided in the 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.
- No flammable liquids are to be stored in a refrigerator/freezer.

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.
- Ethanol may be used outside fumehood (with adequate ventilation). 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 double sealed (with parafilm) and stored in the “Fixative” bar 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 only the fumehood. To reset, turn the red button to release it and then press the keypad button - “services reset”.
- Fumehoods are permanently left on. The lights are turned off and sash lowered when not in use (standby).

21. Bunsen Burner

- One Bunsen burner is available for use. Specific training is required from CMM staff. 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 and for users samples are available in the RA folders on the shelf opposite fumehood #1.
- 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 facility or submit your sample for processing.

23. Visitor Access

- Visitors are welcome to the lab during office hours with prior arrangements. All visits must be approved by the lab manager or designated CMM staff member. Visitors will be required to “sign in” to the building if they have not completed the building induction. All visitors must be escorted by their host at all times. A brief lab induction is required. CMM staff may delegate supervision to clients for low risk work (e.g. microscope viewing). Visitors are not to use equipment or chemicals without CMM staff training and approval. After-hours visitors are required to complete a full CMM induction.

24. Required Forms

- Independent lab access (and entry to training courses) will not be granted until:
 - You have a registered with CMM on PPMS.
 - Your local “UQ New Worker OH&S Induction Checklist” has been completed online or in hardcopy and returned to the WHSC (Rob Gould) or your Project Administrator (e-copy preferred).
 - A Lab Workers Training Needs Analysis (TNA) form has been completed – either with your own supervisor (UQ staff/students) or online (non-UQ clients).
 - Documentation of your completion of the required on-line modules. (Screen-shot)
 - A valid risk assessment for your sample/material has also been linked to your project. Consult with your Project Administrator or the CMM WHSC if a new RA is required. (Hard copies of the RA are stored on file in the lab.)
- 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 qualified to use) may later be granted following approval from the Lab Manager (Matthias Floetenmeyer) and the successful re-assessment of basic after-hours safety knowledge and procedures.