



CMM UQROCX LAB INDUCTION INFORMATION

In an emergency call Security on 33653333.

1. CMM “WH&S and EMS 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>).
- Specific health and safety information for each Lab/Workgroup can be found on the local OH&S noticeboard and in the CMM handbook.
- **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) 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

- The local OHS notice board has lab specific information. Hardcopies of forms are available in the QBP office area.
- Useful forms/information are available online (<https://cmm.centre.uq.edu.au/ohs>) or from Rob Gould (63977) Workplace Health and Safety Co-ordinator (WHSC) in AIBN Room 103.
- Additional general information is available from the OH&S website (<http://www.uq.edu.au/ohs/>) bookmarked on lab computer.

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 Level 2 North corridor.
- 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. (Source of SDS's.)
- Risk Assessments contain waste disposal and spill procedures.

4. **OH&S Notice Board**

- Located at entrance.
- Specific information for each Lab/Workgroup can be found on the local OH&S noticeboard and in the CMM handbook.
- Lists First Aid Officers, Emergency Wardens, CMM and local WHSC's (QBP – Sonya Watson, CMM – Rob Gould), Laboratory Manager (Karl Byriel) & 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 (Kathryn Green), Emergency Wardens (Karl Byriel), WHSC (CMM – Rob Gould, QBP – Sonya Watson,) and Health & Safety Representative HSR (Kathryn Green).
- Lab phone number is 334 62928.

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: Karl Byriel (334 62929), 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 main 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 (grassy knoll).

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 in entry to Level 2 North Labs.
- 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 in corridor outside UQROCX and by the Goods lifts in Level 2 North lab. 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 the lab office.
- 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). These areas have signage. Areas assessed as general labs 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 lab coat or bring in lab samples/chemicals to the office area.
- Use nitrile or latex gloves for chemicals – splash protection only (see Risk Assessment /staff/Chemwatch if unsure). 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 chemicals to go in specific waste chemical bottle.
- See staff, risk assessment, Chemwatch or Waste Disposal Flow Chart if unsure before generating waste.
- 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. 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 if appropriate.

17. General Chemical Use

- Read and familiarise yourself with health/risk statements for all chemicals used.

18. General Chemical Storage

- Return all chemicals to their appropriate position.

19. Risk Assessments

- Risk assessments for equipment are located with machine instructions. Read, understand and sign-off on relevant assessments. Assessments/ instructions are updated - check to see that you have signed off on current RA.
- Your samples/material must be covered by a risk assessment which includes waste disposal and spill procedures. Most samples will be covered by general template risk assessment. Hazardous samples/materials requiring special procedures may require a new risk assessment. This is to be supplied before you can submit your sample for processing.

20. 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. data analysis). 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.

21. 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 –usually at interview/induction, and returned to the WHSC
 - A risk assessment covering your sample/material has also been supplied to the WH&S Team. New assessments to be reviewed and stored on file in the lab.
 - You have a registered with CMM 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 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 (Karl Byriel) and the successful re-assessment of basic after-hours safety knowledge and procedures.