

CMM X-RAY ANALYSIS / CHEMISTRY FACILITY LAB INDUCTION INFORMATION

In an emergency call security on 53333.

1. CMM “WH&S and EMS Handbook”.

- The CMM “WH&S and EMS Handbook” has more detailed information on topics discussed below. Current version is on the Induction CD. Please read it. Check the CMM website (<http://www.uq.edu.au/nanoworld/>) for version updates.
- Machine instructions also available on CMM server - “InstCMM” folder.
- Specific 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 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 in the white display case, on top of grey cupboard next to the Research XRD or online (<http://www.uq.edu.au/nanoworld/>).
- Additional information is available from the OH&S website (www.uq.edu.au/ohs).

3. 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. If unsure ask *before* you use them.
- EMS is bookmarked (<http://www.uq.edu.au/sustainability/policies-and-procedures>) and accessible on the laboratory processing computers (B3 & B4 on workstation bench).
- EMS notice board is located on wall in front of SAXS instrument (contact #s, procedures and policy).
- Spill Kit is located on top of grey cupboard opposite workstation bench.
- In the event of a spill, immediately inform people in the vicinity. Contact staff for minor spills and Environmental Engineer (51587) or Security (53333) for major spills and other major environmental incidents.
- Chemwatch site bookmarked on laboratory processing computers (B3 & B4). This is where to go to look up the MSDS for any chemicals you use.
- Risk Assessments contain both waste disposal and spill procedures. Please note that all waste requiring specialized disposal must be returned to lab of origin.
- MSDS Folder is located in the red box near the main entrance.

4. OH&S Notice Board

- Located on wall in front of SAXS instrument.
- 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 OH&S Committee, First Aid Officers, WHSC & HSRs, Fire Wardens.

5. Emergency Contact Numbers

- The Emergency Procedures Card and additional contacts are posted on OH&S noticeboard in front of workstation bench (emergency numbers, CMM after hours contacts, First Aid Officers, WHSC & HSRs and Fire Wardens, WHSC – Candice Goodwin and HSR – Anya Yago).
- Lab phone number is (336) 53733.

6. Booking and Logging 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. Fire Safety

- Floor Fire Warden: Patrick Helmgens (69823).
- See “Emergency Notice Board” near lifts for addition building information and map showing emergency evacuation routes.
- Assembly point is the Alumni Court (the area between Parnell Building (#7) and Goddard Building (# 8)).
- Fire extinguishers are located throughout the laboratory and at the entrances.
- Fire alarm located at entrance and fire blankets are located on the wall next to workstation bench.

8. First Aid Kit

- Mounted on the right hand wall at the entrance to the XRD lab.
- Eyewash Kit is located on top of grey cupboard opposite workstation bench next to First Aid Kit.
- 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.

9. UQ Wellness and Assistance Programs

- UQ has a Wellness Program, free and confidential counselling services, Staff Assistance Scheme, and Student Services program:
<http://www.uq.edu.au/ohs/?page=133854>
- Davidson Trahaire Corpsych (DTC) is UQ's Employee Assistance Program (EAP) provider. Contact them by calling 1300 360 364 or visit the eapdirect website <https://www.eapdirect.com.au> For further information contact Jacqui Smurthwaite, UQ Staff Support and Rehabilitation Advisor on (07) 3365 1146 (Ext 51146).

10. Faulty Equipment 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 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.

11. General PPE

- Footwear: enclosed shoes 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 in a box on top of bench next to B1 computer. 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 (with adequate ventilation). All other chemicals with “avoid vapour” risk/health statements are to be used in fumehood.

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 X-RAF fume hood. Bulk materials must be processed in lab of origin.
- After use, decontaminate fume hood before switching off.
- In the event of external fire or electrical fault – fume hood will shut down automatically.
- In the event of a fire inside the fume hood, lower sash and turn off manually by pressing the red pad on the control panel located on the upper right corner.

17. Risk Assessments

- 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 XRD samples/material 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. Required Forms

- Independent lab access (and entry to training courses) will not be granted until:
 - Your local “UQ New Worker OH&S Induction Checklist” has been completed on PPMS.
 - A CMM Training Needs Analysis (TNA) form has been completed on PPMS.
 - A valid risk assessment for your sample/material has also been supplied to the WH&S Team - to be reviewed and stored on file in the lab.
 - You have a current CMM PPMS membership.
 - A UQ Learn record (training modules pdf) of your completion of the required OH&S modules (General Workplace Safety Training, Annual Fire Safety Training, Laboratory Safety Induction, Chemistry Training and Biosafety [for users of QBP 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.
 - Queensland Health Radiation licence has been obtained (if required for the operation of equipment – discuss this requirement with 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 later be granted following approval from the Lab Manager and the successful completion of the after-hours safety induction and assessment (detailed procedure is on the OH&S noticeboard).