CMM HAWKEN LAB INDUCTION INFORMATION

In any emergency call UQ 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. 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 (**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, mounted on the wall, between Rooms L116 and L117.
   - 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 (see risk assessments). If unsure, ask *before* you use them.
   - EMS is bookmarked and accessible on the laboratory booking computer. (http://www.uq.edu.au/sustainability/policies-and-procedures)
   - EMS notice board is located around the corner from the booking computer on the opposite wall to the OH&S notice board (contact #s, procedures and policy).
   - Spill Kit is located on the floor under the bench in the rear laboratory – Room L112.
   - In the event of a spill, immediately inform people in the vicinity. If assistance is required, contact staff for minor spills and Environmental Engineer (51587) or Security (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 MSDS for any chemicals you use.
   - Risk Assessments contain waste disposal and spill procedures.
   - MSDS Dossier is located in the red box near the main entrance.

4. OH&S Notice Board

- Located around the corner from the booking computer.
- 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 Fire Wardens.

5. Emergency Contact Numbers

- The Emergency Procedures Card and additional contacts are posted on the OH&S notice board (Security, Environmental Engineer, CMM after-hours contacts, First Aid Officers, Fire Wardens, WHSC and HSR).
- Lab phone number is (336) 54390.

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. Fire Safety

- Deputy Building Fire Warden: Ron Rasch (57939, 0466 777685).
- Floor Fire Warden: Candice Goodwin.
- In the event of a fire, warn people in the vicinity and contact a floor warden. If unavailable, contact security.
- 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 alarms located at both entrances and fire blankets are located on the wall outside Room L116.

8. Liquid Nitrogen Safety

- In the event of a liquid N_2 spill - evacuate room to a well ventilated area immediately (low O_2 alarms are **NOT** installed in all microscope rooms).
- When using liquid nitrogen, wear appropriate PPE (cryogloves, safety glasses and face-shield or equivalent) located at liquid N_2 station.
- Inspect liquid nitrogen jug before use.

9. First Aid Kit

- Located in the Safety Bookcase in the central lab area.
- 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 note book next to the first aid kit to ensure that you are covered by University insurance.

10. Safety Shower & Eye Wash Station(s)

- Located next to rear lab exit. Keep access clear. Push on handle to activate eyewash. Pull on chain to activate shower. Eyewash bottles are also located in both labs (in safety bookcase and on the wall outside the Polishing Room).
- 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 counseling 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).

12. 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.

13. General PPE

- Footwear: enclosed shoes for all areas. No thongs or open sandals. See wall poster on OH&S notice board.
- Areas marked by black & yellow tape are "chemical labs" - minimum dress requirements when working in these areas are: safety glasses, lab coats and enclosed shoes.
- Protective glasses, cryogloves and lab coats are available at the lab entrance.
- Use appropriate gloves for chemicals (see staff/ Risk Assessment/Chemwatch if unsure).
- Discard gloves on slight contamination, they provide splash protection only.
- Use kerosene in well ventilated areas when polishing samples.

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 bottle (fumehood) or drum (next to fumehood).
- See Staff, Chemwatch or Waste Disposal Flow Chart (next to fumehood#1) if unsure or can't find appropriate waste drum.
- The following common chemicals can go down the sink with adequate water
  -ethanol
  -acetone (in fume hood).
- All sharps to go in sharps bins.
- Anything that could puncture yellow bin liners is considered sharps (eg 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 toxic 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 (eg 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 fume hood # 2 (in the rear lab).
- When processing specimens in the fume hood, use the pre-prepared blank labels from labelling station. Attach labels (in rego sticker holder) to trays/equipment with peg or clip.

17. General Chemical Use

- Read and familiarise yourself with health/risk statements for all chemicals used. See staff if unsure.
- 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 (with adequate ventilation). 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. Fumehood Isolation Switch

- In the event of fire or electrical fault – fume hoods will shut down automatically.
- In the event of a fire inside the fume hood turn off manually.

20. Bunsen Burner

- One Bunsen burner is located in the main lab on the bench outside Room L107. Check area is free of open flammable liquid containers before connecting to the gas outlet (under

bottom shelf). Do not leave unattended. Do not use in fume hoods without notifying staff and removing all hazards.

21. Risk Assessments

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

22. 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 (eg microscope viewing). 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 are required to complete a full induction.

23. 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 and EMS issues relating to your use of the equipment.

- Access will then be granted to the lab 8am to 5pm weekdays. 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 OH&S noticeboard).