

# CMM QBP LAB INDUCTION INFORMATION

## Prerequisite - QBP building induction

**In an emergency call Security on (336)53333.**

### 1. CMM “WH&S and EMS Handbook”

- The CMM “WH&S and EMS Handbook” has more detailed information on topics discussed below. Check the CMM website (<http://www.uq.edu.au/nanoworld/>).
- 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 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

- Hardcopies of forms are available in the white display case next to the OH&S notice board.
- Useful forms/information is available online (<http://www.uq.edu.au/nanoworld/>).
- Additional information is available from the OH&S website ([www.uq.edu.au/ohs](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.
- EMS 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 (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 folder is located in the red box at the main entrance.

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#### 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, Fire Wardens, CMM and local WHSC (QBP – Paul Lovelock, CMM – Candice Goodwin) & 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, Fire Wardens, WHSC (QBP – Paul Lovelock, CMM – Candice Goodwin) and 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. **Fire Safety**

- Building Fire Warden: Chris Barnett (334-62200)
- Floor Fire Wardens: Kathryn Green (62935), Mikiko Miyagi (62320)
- In the event of a fire, warn people in the vicinity and contact floor wardens. If unavailable contact security.
- Fire extinguishers 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 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 (numbers on door) to assist (numbers on door). After-hours, contact security (53333).
- When using liquid nitrogen, wear appropriate PPE (cryogloves, safety glasses and face-shield or equivalent) located in liquid N<sub>2</sub> 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.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. 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 (2.148) and outside the Tecnai T12 room (2.157)
- Contact CMM staff or QBP emergency contacts to restore power if accidentally activated.

## 13. 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 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 and are marked off with black & yellow tape. 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).
- 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 L(N<sub>2</sub>) 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 (eg 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.
- Flammable liquids requiring refrigeration are to be stored in a freezer. (A Lovibond spark-free fridge is available on level 2 but it is not sited in the CMM lab.)

## 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 (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.
- Assessments for equipment are located with machine instructions. Read, understand and sign-off on relevant assessments.
- A risk assessment for your samples/material must also be supplied before you can independently access the facility.

## 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 (eg 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:
  - Your local “UQ New Worker OH&S Induction Checklist” has been completed in PPMS.
  - A CMM Training Needs Analysis (TNA) form has been completed in 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.

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- Access will then be granted to the lab 8am to 4pm weekdays. After-hours access (to **only** use the instruments/processes you are qualified to use) may later be granted following approval from the Lab Manager and the successful re-assessment of basic after-hours safety knowledge and procedures.