Induction FAQ's

When do I need to be re-inducted? I enjoyed the induction so much I can hardly wait until I have to do it again. (Ok, maybe I paraphrased the question a bit.)

Clients are required to be re-inducted at a minimum of every 5 years or after major structural/ procedural changes (e.g. lab refurbishment) … or as often as you like.

REQUIRED FORMS

Who is the supervisor on my forms?

The TNA and Induction checklist forms relate to the CMM lab - so a CMM staff member, usually the person who took you on the tour of the lab, is the induction supervisor. (We can verify that we provided you with the safety information relating to the CMM lab.) Your risk assessment relates to your sample - so your own supervisor, or person in charge of your project/material, is your risk assessment supervisor. (They can verify that your sample is what you say it is as you and they are the experts in your material.)

How can I return my forms?

We are happy to accept forms by any means (post, carrier pigeon etc) but prefer to receive them electronically. All the forms can be filled out electronically (if you don't see the blue "fill in" text boxes, try using Adobe reader). If you have completed the risk assessment on the UQ database you can advise us of the Task ID number via email and we will review and make copy(s) for the appropriate lab. Please email the forms to one or both of our induction team members.
Rob Gould: r.gould@uq.edu.au
Wendy Armstrong: wendy.armstrong@uq.edu.au

For those of you who prefer snail mail (or slug – internal), address it to one of the above at "CMM, University of QLD, 4072"
You can also hand your forms in at AIBN reception and advise reception they are CMM induction forms for Rob or Wendy.

I can't fill in the forms (Checklist and TNA) on my computer?

These forms work best in Adobe. The blue "fill in" text boxes will not appear in preview modes, Microsoft Edge and some other programs. There is an electronic signature box if you have one, or just type your name in the plain text box next to it if you do not have one.

I was inducted into the Hawken/AIBN/QBP/XRD labs on the same day/week. Do I have to fill out 2/3/4 sets of induction forms?

No - usually. The TNA is usually filled in with a CMM staff member at your interview and can cover all labs (if all lab training was discussed). The induction checklist can be used for all labs, but some answers are different (first aid officers, lab managers etc) and the appropriate answer for each lab must to be included.

Can I use my risk assessment from CMM lab X in CMM lab Y?

The risk assessment for your sample may be similar between labs, especially the Hawken, AIBN and QBP labs, but be aware, XRD samples are often in powdered form, in greater volumes and spills are more common. Similarly, Raman samples may have addition hazards which should be addressed. A separate risk assessment may be more appropriate. We have template risk assessments for XRD and Raman risk assessments.

LAB ACCESS

I've attended your induction but I still don't have access to the lab. Why?

You have not completed the induction until you return your fully completed induction forms (TNA check-list, questionnaire) as well as a risk assessment for your sample.

How do I know I've completed my induction and have access to the lab?

The OH&S team (Rob Gould or Wendy Armstrong) will send an email to Administration (Kay Hodge), shared with you, to advise that you have completed an induction and that your ACLS records have been amended to record this. Your swipe card will then be activated to allow you access (**if** your membership has been paid).

I handed my forms in yesterday but my swipe-card still doesn't work?

Seriously? We aim to process induction paperwork as soon as possible but reviewing questionnaires and risk assessments does take time. There will always be a lag time between dropping off your forms and access being granted. The earlier you get in the forms, the sooner your card will be activated. If you plan to attend a training course, please attend an induction session held at least 2 weeks before your course commences. You should aim to have your induction forms in within a week of your induction to allow all forms to be reviewed and modifications made.

RISK ASSESSMENTS FOR SAMPLES FAQ's

What's a risk assessment?

A risk assessment is an analysis of hazards involved in a process – in this case - bringing in a sample to the CMM. It is about the nature of your sample and should include your samples properties as described by the (M)SDS. An (M)SDS alone is not an assessment. If you have to ask this question you will need training in conducting a risk assessment. Please see your supervisor, enrol in training and/or use the training modules on the risk assessment database.

How can I write a risk assessment for using the TEM/SEM/XRD/XPS on my sample when I haven't been trained to use the machine yet?

Quite often - you can't. That's why we ask for an assessment for the properties of your sample "as it comes in the door" (eg "Transport of SEM sample X to CMM labs") and not how to use the SEM/TEM. We have risk assessments for the operation of our machines which you will read through and sign-off on during your training. Some equipment does present addition hazards when some

samples are analysed (eg Raman – reflective surfaces in a laser beam) and we have template risk assessments for these types of processes and samples which you are welcome to use.

I have a risk assessment for how my sample was made. Will this do for my sample risk assessment?
We require a risk assessment for the nature of your sample "as it comes in the door" of the CMM. How your sample was prepared (and any hazardous preparation chemicals it was exposed too on the way) will not be relevant if they are no longer present. Your risk assessment is a "deluxe MSDS" of your sample and should deal with its health properties in its current form and include spill procedures for your sample – what you would expect others to do in the event of an accident with your sample.

Others from my lab have worked on similar samples in the CMM, can I use their risk assessment?
Yes! If their risk assessment is for material with similar health and physical properties, you may use a modified copy of their risk assessment for your sample. You must modify it to include your samples and your name, have a new creation date and get your supervisor to sign-off on it.

Others from my lab have worked on the same samples in the CMM, can I use their database risk assessment?
Yes! If your sample is the same, we will accept the previously approved risk assessments as yours - if you advise us by email of the risk assessment name and Task ID, and cc your email to your supervisor, to indicate they approve the assessment is appropriate for your work. It would also be good to indicate that you have read and understood the assessment by clicking the "Read" button on the first page of the assessment. If you are using paper versions of the assessment – it must be signed-off on by your supervisor.

What is the most common "must have" item people forget to include in the risk assessment?
(Ok, no one actually asks this question but many should.)
Spill procedures! Other clients or staff will refer to your risk assessment in the event of an incident with your sample. Please include (in the waste disposal section) clear clean-up procedures for your sample, for others to follow if they knock over your sample. (M)SDS spill procedures often relate to much bigger volumes than your material– they may not be appropriate. Please tailor the procedures to match your situation.

My sample is not hazardous; do I need to submit a risk assessment?
Yes. Your assessment is a record of you determining your material is not hazardous and must include spill procedures for others to follow. For non-hazardous material these procedures will be simple and straight forward – "Put on (latex/nitrile) gloves, pick up and return to original container" is an acceptable spill procedure.

Where do I put the spill procedures?
Spills are a kind of waste, so it is appropriate that the procedures are included in the Waste Disposal section.

I don't know of anyone who is working on my type of material - do I have to start a risk assessment "from scratch"?

Hopefully not. We have word document copies of our template risk assessments for common types of samples. These include:

Nanoparticles
Fixed biological samples (in fixative, in buffer, ethanol)
Unfixed biological samples (risk group 1 material)
Mounted TEM samples (non-hazardous)
Mounted SEM samples (non-hazardous)
AFM samples
Unfixed plant material
Light microscope slide mounted samples
XRD samples
and many more.

You can use these by modifying word document versions or copying the original on-line (from the UQ risk assessment database). If you know of others who have worked on similar material you are welcome to use their risk assessment as a basis. If you are not sure if anyone has worked on something similar, email the CMM OH&S team and we can search our database of client risk assessments to see if we have something already prepared.

I have a risk assessment for my sample but it is not on the UQ database. Can I use it?

As long as it is a **valid** risk assessment (assesses the risks and is approved by a supervisor) and contains waste disposal and spill procedures, it can be written on the back of a chip packet and we will accept it (if legible).

I just have an MSDS (or SDS) for my sample - is that enough for my risk assessment?

Not quite. The MSDS does contain your materials properties but is not an analysis of the risks associated with your material. The spill procedures in it may be for industrial situations (e.g. 40 L drums) and not the 1 ml you might be bringing into the CMM. Your sample might be in a form that eliminates some of the hazardous properties stated in the MSDS (e.g. "wear respirator to avoid dust" is not relevant safety statement for a 1g sample imbedded in a resin block). You will need to tailor the spill procedures for your sample.

Can you sign-off my risk assessment as the supervisor?

Not if I can help it. You and your own supervisor are the experts in your material. We do not know the origins of your material. Your own supervisor should take legal responsibility and vouch that what you are bringing in to the CMM is what you say it is. CMM staff can provide advice on RA development and we actively audit assessments that involve the CMM.