

# OHS Induction

## BMSF Instrument and PC1 Laboratory Information Level 2 SW, Bioscience South Building (E26)

Please read supplemental documents:

**BioScience South Building Induction for BABS and Multiplex Building User Guides.** These are **E26** building induction documents and familiarity with their content is essential before building access is possible. Access to Level 2 of the building is only possible currently through the designated access pathway. Do not cross Multiplex barriers unless authorized.

### Local Area Hazards & Risks

Wet Lab Areas: chemical, biological, high voltage, moving parts, sharps and low temperatures.

Instrument Areas: chemical, moving parts, sharps, high temperatures, and poor air quality.

### Safe Work Procedures

The purpose of SWPs is to inform the operator of the safest way to perform a procedure. SWPs are available for each major instrument and are displayed near the relevant instrument. An electronic copy is also available on the computer located in the foyer, Rm 408 (C27). On successful completion of instrument training, users are required to acknowledge that they are aware of, and competent in, the correct operation of the instrument by signing the SWP.

### OHS Responsibilities

- Participate in induction and training programs.
- Make proper use of all safety devices and personal protective equipment (PPE).
- Maintain high standards of personal hygiene when working with hazardous substances - ***all researchers working at the BMSF are expected to keep their respective areas free of clutter at the end of the day***
- Report any defects to equipment, accidents and unsafe incidents to BMSF staff as soon as possible.
- Follow safe work practices at all times (including storage, waste minimisation & disposal, and safe handling), and encourage others to do the same.
- Co-operating with any legislated or reasonable policy or procedure relating to health and safety i.e. UNSW HS policies, procedures and guidelines and BMSF HS protocols.
- Seek information or advice regarding hazards and procedures before carrying out new or unfamiliar work.

### OHS Training Requirements

Users are required to complete a local area induction prior to working in any BMSF laboratory. In addition, user training is provided on a 'one-on-one' basis with a BMSF staff member who is authorised to provide the training for the instrument or procedure. Once the user is deemed competent, they may work unsupervised. All users should have completed relevant UNSW training (on-line) before accessing PC1 or PC2 laboratories.

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## OHS Consultation

Analytical Centre OHS Committee Member (Upper Campus Representative) and Laboratory Coordinator: Sydney Liu Lau | Wallace Wurth, Level 4, Rm 406 | x 59115 | [s.liulau@unsw.edu.au](mailto:s.liulau@unsw.edu.au)

## OHS Policies, Procedures & Guidelines

HS Policy (HS 105) - [http://www.ohs.unsw.edu.au/ohs\\_policies/index.html](http://www.ohs.unsw.edu.au/ohs_policies/index.html)

Analytical Centre OHS Documents: <http://www.analytical.unsw.edu.au/occupational-health-safety/documents-procedures-forms>

UNSW Health and Safety Website: <https://safety.unsw.edu.au/>

Other relevant OHS sources: Safesys and Jaggaer

## Building Emergency Evacuation Procedure

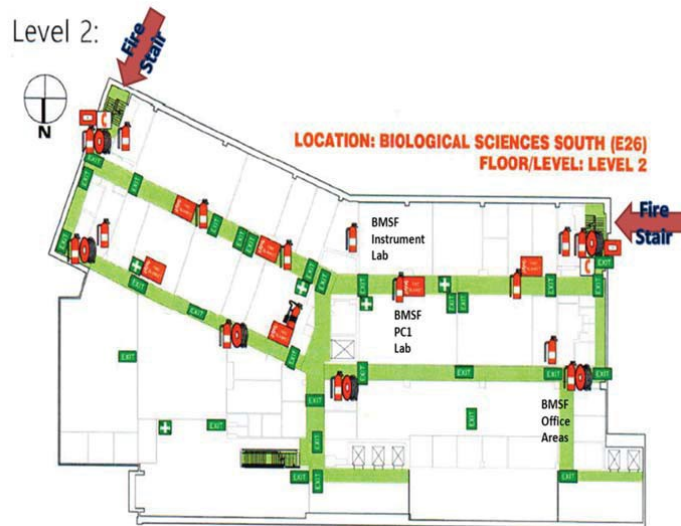
1. Warning alarm sounds (beep-beep) indicate you should cease work and make the area safe for your departure.
2. Once the second evacuation alarm sounds (whoop-whoop) and/or verbal instructions by the emergency warning system are heard, occupants should evacuate the building via the closest fire stairs and assemble **in front of the Clancy auditorium (Michael Birt Gardens)**. NB: the Atrium stairs are not fire stairs, as they do not exit the building.

## Local Emergency Evacuation Procedure

Oxygen monitors are located in the gas cylinder room.

If the level of oxygen drops from 21% to 19% an alarm will sound and the indicator lights in the room will illuminate. If this happens you are required to leave the room immediately; however, you may remain in the building.

Follow signs to Fire stairs if evacuation needed (stairs are not accessible unless evacuation in progress).



## Emergency Personnel

Fire Wardens: Helen Speirs and Erika Becker | Rm 2015 | x 51241 |

First Aid Officer: Jackie Chan | Rm 2109 | x 51237 |

The University Health Service is a fully accredited general medical practice located in the Quadrangle building (E15). The Health Service is available to all students, staff and visitors to the campus (phone: 9385 5425).

UNSW Emergency Phone Number: 9385 6666 or x 56666

## Hazard and Incident Reporting

Staff and students should report hazards and incidents by notifying a BMSF staff

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member first then online via myUNSW.

Visitors external to the university will need to report the incident or hazard to a BMSF staff member so a report can be lodged on their behalf.

H<sub>2</sub>O = Harm to Zero

## Access Hours

New users are given swipe card access to the facility from 8am to 6pm, Monday to Friday. External users may pick up a visitors card from reception on arrival. Visitor cards must be returned by 6pm on the same day they are issued. After-hours access may be granted depending on the nature of the work to be performed, the user's experience and successful completion of the relevant paperwork. Users should contact the Laboratory Coordinator if they wish to request after-hours access.

## Risk Management

Risk Management (RM) forms have been completed for the operation of all major equipment and for the preparation of routine samples and common solutions used within the laboratory. Risk Assessments are completed when users are performing procedures that are unique or not within the scope of the existing risk assessments. Users are required to complete an RM form for each of these new procedures and have the forms approved by a BMSF staff member (normally the trainer/BMSF supervisor) before commencing work in the laboratory. A copy of the completed paperwork should be given to the BMSF staff member who will pass it on for record keeping purposes.

## Personal Protective Equipment (PPE)

Fully enclosed footwear is required in the wet lab (PC1) and instrument lab areas. Lab coats, safety glasses and gloves must be worn in the PC1 laboratory and should not be worn in the instrument laboratory, office areas, kitchen areas, bathrooms or passenger lifts. All PPE required, excluding enclosed footwear, are provided by the BMSF as general use items for all users. NB: BMSF door handles are "Gloves off".

## Other Important Information

Location of Chemical Spill Kit: PC1 lab (Rm 2002), next to the fume hood.

Location of Biological Spill Kit: PC1 lab (Rm 2002)

Location of First Aid Kits: PC1 lab (Rm 2002) next to the main (eastern) entrance, and next to the sink outside the western entrance into the instrument lab.

Location of Emergency phone: second bench from main entrance of the PC1 lab.












## Types of Waste

There are several types of waste throughout the PC1 and instrument labs:

1. Domestic waste – do not dispose of gloves, samples, tubes, etc here
2. Vial waste
3. Biohazard waste – gloves are disposed of here
4. Broken glass waste – clean and contaminated
5. Sharps waste (in sharps bin)
6. Non-halogenated, halogenated waste and HPLC waste
7. Cardboard waste – if there are a large number of boxes, they are to be taken to the photocopier room and disposed of in the blue bins

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## WASTE DISPOSAL GUIDE

TYPE OF WASTE	CORRECT WASTE	COMMENTS
		Gloves and contaminated paper must go into the biological solid waste bins.
		Objects with sharp points or edges, broken capillaries, syringes, needles, etc. must go into the sharp bins
		Clean broken glass only. No contaminated glass or vials.
		Vial Waste - Capped small vials only (2mL).
		Contaminated glass waste Glass containing organic solvents must be dry in the fume hood before disposing.
<b>Halogenated Waste</b>		Liquid waste containing <b>F</b> , <b>Cl</b> , <b>Br</b> , or <b>I</b>

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<b>Non-halogenated Waste</b>		Liquid Waste that <b>does not contain</b> F, Cl, Br, or I
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### Location of Documents/Information

Laboratory Safety Manual: BMSF Admin Server

Checklists and Inspections: Chris Marjo – Analytical Centre Admin Server

Chemical Register: Jaggaer (<http://hmdg.unsw.edu.au/ERD/>)

Plant and Equipment Register: BMSF Admin Server

Hazard and Risk Register: BMSF Admin Server

### Data File Policy

The BMSF provides all researchers with the ability to effectively and efficiently collect, save, transfer and store their research data, including access to centrally supported IT resources for data storage and archiving.

However, all researchers must ensure that they safely back-up and archive their own research data, as part of their overall project plan. The BMSF will not take any responsibility for lost or damaged files.

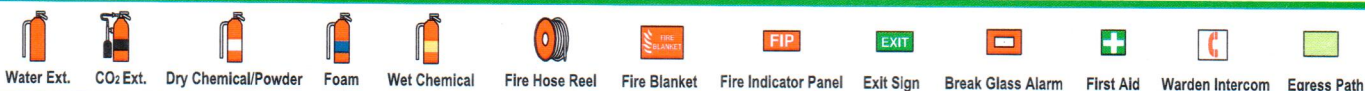
We recommend each user copy their files for local storage and back up on their personal computers. If copying files to a USB device, the device must first be virus checked on the user's personal computer before being inserted into a BMSF data analysis computer. **Under no circumstances should a USB device be inserted into an instrument computer.**



# EVACUATION DIAGRAM

IN THE EVENT OF AN  
EMERGENCY DIAL .... **56666**

LOCATION: BIOLOGICAL SCIENCES SOUTH (E26)  
FLOOR/LEVEL: LEVEL 2



## DISCOVERY OF FIRE OR OTHER EMERGENCY

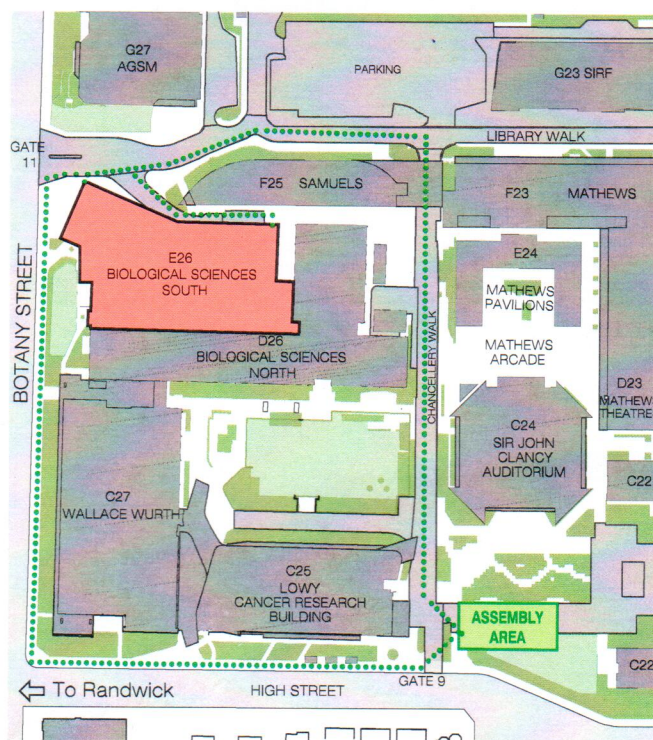
- \* Activate Fire Alarm by **BREAK GLASS ALARM**
- \* Close doors that may restrict emergency, **ONLY IF SAFE TO DO SO**
- \* Notify Campus **SECURITY** on "9385 6666"
- \* Give the following information: Your Name and Location  
(eg. Campus, Building, Floor, Room, Area etc)  
Type of Emergency  
(eg. Fire, Chemical Spill, etc)  
Severity of Situation
- \* Attempt to handle the situation **ONLY** if trained in appropriate Emergency Procedures and it is safe to do so.

## EMERGENCY EVACUATION PROCEDURE

- STEP 1 - Act on instructions from Wardens
- STEP 2 - Leave the Building by the nearest Emergency Exit
- STEP 3 - **DO NOT** delay in collecting personal possessions
- STEP 4 - **DO NOT** run, push or overtake
- STEP 5 - **DO NOT** use lifts
- STEP 6 - Proceed to the nearest assembly area
- STEP 7 - **DO NOT** re-enter the building **UNTIL** advised to do so

Prepared by: Facilities Management. Last Modified: MAR 2017

## ASSEMBLY AREA: MICHAEL BIRT GARDENS



NB: Please advise Facilities Management of all amendments