OHS Induction
BMSF Lower Campus Information
B50 & B32, Chemical Sciences Building (F10)

<u>Local Area Hazards & Risks</u>
PC1 Wet Lab Area (B32): Chemical, Moving parts & Sharps
Instrument Area (B50): Chemical, Moving parts, Sharps and High temperatures.

<u>Safe Work Procedures</u>
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 upper campus foyer, Rm 408. 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.

<u>OHS Responsibilities</u>
- 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 the Laboratory Coordinator or a BMSF staff member.
- Follow safe work practices at all times (including storage, waste minimisation & disposal, and safe handling), and encourage others to do the same.
- Co-operate with any 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.

<u>OHS Training Requirements</u>
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 that instrument or procedure. Once the user is deemed competent, they may work unsupervised.

<u>OHS Consultation</u>
Analytical Centre OHS Committee Member (Lower Campus Representative):
Leanne Stephenson | Rm B48 | x 55087 | l.stephenson@unsw.edu.au
BMSF Laboratory Coordinator:
Sydney Liu Lau | Rm 406 | Wallace Wurth Bldg (C27) | x 59115 | s.liulau@unsw.edu.au

<u>OHS Policies, Procedures & Guidelines</u>
1. HS Policy (HS 105) - http://www.ohs.unsw.edu.au/ohs_policies/index.html
2. Analytical Centre OHS Documents: http://www.analytical.unsw.edu.au/occupational-health-safety/documents-procedures-forms
3. UNSW Health and Safety Website: https://safety.unsw.edu.au/

Other relevant OHS sources: Safesys and Jaggaer

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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 the Village Green

Local Emergency Evacuation Procedure
Oxygen monitors are located in the B50 instrument lab. If the level of oxygen drops from 21% to 18% an alarm will sound and the indicator lights in the laboratory will illuminate. In this case, you are required to leave the BMSF immediately; however, you may remain in the building.

Emergency Personnel
Fire Warden & First Aid Officer:
Lewis Adler | Rm B48 | Chemical Sciences Bldg | x 57739 | l.adler@unsw.edu.au

University Health Service
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
An internal phone is located on the southern wall of room B50, just inside the swipe card entry door, which can be used to contact UNSW Security in an emergency on **x 56666**. From an external phone the number to dial is **9385 6666**.

Hazard and Incident Reporting
Staff and students should report hazards and incidents by notifying a BMSF staff member first then online via myUNSW.
Visitors external to UNSW should report the incident or hazard to a BMSF staff member so a report can be lodged on their behalf.

H_2O = 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 a BMSF staff member 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 users experience and successful completion of the relevant

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paperwork. Users should contact the Laboratory Coordinator if they require 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 Laboratory Coordinator.

Personal Protective Equipment (PPE)
Fully enclosed footwear is required in all wet lab (PC1) and instrument lab areas. Lab coats, safety glasses and gloves **must** be worn in the PC1 laboratory and must not be worn in office & 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 Spill Kit & First Aid Kit: B50 Entrance

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. Vials waste
  3. Gloves waste
  4. Plastics waste
  5. Broken glass waste
  6. Sharps waste (in sharps bin)
  7. Non-halogenated, halogenated waste and HPLC waste

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

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		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.
Halogenated Waste		Liquid waste containing **F, Cl, Br, or I**
Non-halogenated Waste		Liquid Waste that **does not contain** F, Cl, Br, or I

Location of Documents/Information
Laboratory Safety Manual: Rm B49, beside data analysis computer.
Checklists and Inspections: Chris Marjo, Rm M64 & MWAC Admin Server
Chemical Register: Jaggaer (http://hmdg.unsw.edu.au/ERD/)
Plant and Equipment Register: Rm B49, beside data analysis computer.
Hazard and Risk Register: Rm B49, beside data analysis computer

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.

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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 users personal computer before being inserted into a BMSF data analysis computer. **Under no circumstances should a USB device be inserted into an instrument computer.**