

# Flow Cytometry Facility

Mark Wainwright Analytical Centre

## After Hours Requirements

After-hours work introduces heightened risks due to the potential for working in isolation and lack of immediate support. Such work should therefore be carried out only when necessary. Working in pairs is recommended whenever feasible.

After-hours includes the hours from 6.00pm to 8.00am Monday to Friday and all-day Saturday, Sunday, public holidays and UNSW holidays.

Flow Cytometry Facility (Flow) refers to the specific flow cytometry labs on Level 2 Bioscience South.

Workers are defined as people seeking after-hours access to Flow who have satisfied the standard training and induction process.

After-hours access can only be given to workers who:

- Are deemed competent by their supervisor to carry out the specified activities after-hours
- Are deemed competent by the respective trainer(s) to use the specified lab(s) and/or instrument(s) after-hours
- Show a clear understanding of the risks and hazards of working after-hours and what to do in event of an incident or emergency
- Read and "Declare as Read" all relevant Safe Work Procedures (SWPs) and Risk Management Forms (RMFs)
- Complete a Flow Cytometry After-Hours Approval Form a minimum of one week prior to the requested access date
- Agree not to carry out any work in Flow facilities that has not been approved in the After-Hours application

If any work is to be carried out that is not covered by established Flow safety documentation, including working with hazardous substances, workers must provide relevant safety documentation (SWP, RMF and MSDS as appropriate) covering any equipment, substances and procedures to be used. This work will be subject to Flow approval.

Flow Cytometry After-Hours Approval is valid for one calendar year. Approval remains valid only if the information provided is current. A new application must be submitted if any details change including buddies, locations, instruments, procedures, substances or contact details.



Workers must follow:

- Flow Terms and Conditions
- UNSW Working Alone or After-Hours Guideline HS322
- All applicable WHS requirements, guidelines, safe work procedures and/or MSDS pertaining to the respective room(s), instrument(s) and materials used in Flow areas
- UNSW Emergency Procedures

Workers must take reasonable precautions when travelling to and from UNSW after-hours and carry their UNSW identification card whilst on campus.

Flow requires the following “buddy system” to be in place:

- Work colleagues are nominated as buddies. Nomination of a secondary buddy is recommended for if/when the primary buddy is not available.
- Buddies must have preapproved access to the locations where the after-hours work is to take place, in case they need to come into work to check on the worker.
- The worker must notify the buddy upon arrival, at the intervals specified in the Flow Cytometry After-Hours Approval Form whilst at work (dependent on the associated hazards and risks of the proposed work), and upon departure.
- The buddy should acknowledge receipt of each notification from the worker, otherwise the worker should try to establish contact or revert to the secondary buddy.
- Buddies must be provided with:
  - Contact details for UNSW security (9385 6666)
  - Contact details of worker’s mobile and landlines where the after-hours work is to take place
  - Instructions for how to deal with emergencies
  - A plan if communication is lost with the worker
  - Information about travel itinerary, schedule, work location and expected time of arrival and departure
  - Details of pre-existing medical conditions of the worker that may be relevant.

Upon arrival workers must follow the normal entry and exit procedures including sign in/out of facilities where applicable (failure to do so may result in withdrawal of After-Hours Approval).

Workers must carry out appropriate instrument shutdown and leave labs clean.

Workers are to notify Flow staff, as soon as practical, of any issues or incidents that occur whilst at work.

