***SAFE WORK INSTRUCTION FOR:***

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| **Prepared by** |  | **Position** |  |
|  |  |
| **Date** | **/ /**  | **Location**  |  |

***1. Authorisation***

* Authorisation is required from the *Laboratory Manager/Safety Officer* prior the commencement of any of the following technique/process/procedure/equipment via email.

I have sort authorisation from the *Laboratory Manager*? COMPLETED [ ]

Laboratory Tier 1 Induction been completed? YES [ ]  NO [ ]

 Date of Induction:

**Please refer to the relevant** **[Hazard Control Worksheets](#HazardControlList" \o "List filenames of all relevant Hazard Controls including document version number) in Equipment HC database:**

1.
2.
3.
4.
5.
6.

***2. Hazards & risks associated with equipment/machinery/technique/process***

**Types of Hazards:**

The relevant Hazard Control Worksheets returned the following associated hazards and risks with a Risk Score of MEDIUM or higher, or a Control Band of 2 or higher:

| **Hazard Class**  | **Hazard/Risk**  | **Risk Score/****Control Band** |
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***3. Before you start work:***

* Ensure that you have completed all relevant training required for this SWI
* Be able to locate the Laboratory Safety Manual
* Locate emergency and evacuation procedures
* Become familiar with all substances you will be working with and familiarise yourself with MSDS – pay special attention to disposal considerations to ensure the correct vessel type and waste processes as outline on the MSDS are followed

***4. The environment where the task is to be undertaken:***

In most cases, the preparation area is different to the experimental area.

Specify both preparation area and experimental area.

For example fume cupboard, glove box, biological safety cabinet, X-ray laboratory, laboratory bench etc.

***5. Personal Protective Equipment (PPE) to be used:***

**Minimum PPE requirement while in the PC 2 laboratory: closed shoes, long hair tied back and laboratory coat.**

***Note*** nitrile gloves are to be used while carrying procedures only. Change gloves regularly and dispose of them in biohazard bin.

>> Select the PPE require for preparation and for experimental

**Preparation:**

**Experimental:**

**PPE – select as SWI requires for each preparation and Experimental**

     

Nitrile gloves Laboratory coat Face shield Ear muffs Apron Speciality gloves

   

Safety goggles Gown Face mask Laser goggles

***6. Emergency procedures***

In the event of a laboratory/building emergency unrelated to this task/process/procedure, follow the Emergency and Evacuation procedures posted on the wall.

**CHEMICAL HAZARD/ SPILL/GAS LEAK**



1. **RAISE THE ALARM**
* **If safe to do so** ensure the immediate safety of anyone is the vicinity of the hazard
1. **EVACUATE**
* **Evacuate the area** and walk quickly but calmly
* In event of a gas leak and flammable liquid spill **do not use** mobile phones

Report the spill to hazard to security on 333 on any internal Monash telephone or use the red telephone (located near the exit stairs) or from mobile 9905 3333

* Notify laboratory manager and safety officer Stelios Konstantinidis 041 756 2671 and/or Karla Contreras 041 710 4910
* Break the nearest fire break glass alarm, which automatically notifies the Fire Brigade (located next to the fire exit). Familiarize yourself with location.
1. **ISOLATE THE HAZARD**
* **If safe to do so,** anyone exposed must be move to a safe decontamination area. In an event where a serious injury is present treatment must take precedence over the decontamination and containment.
* **Restrict unnecessary movement** into and through the area to avoid dispersal of contaminant.
* **Isolate** the affected area at a safe distance and placing warning signs outside doors to alert researches from entering the laboratory.
1. **CLEAN UP (section to be completed by Safety Officer/Laboratory Manager)**
* If unsure of the hazard present and the associated risks to health wait for the safety officer/laboratory manager.
* Do not re-enter the area until it has been decontaminated by personnel trained specifically in chemical safety.

***Emergency Evacuation Procedure***



**Stage 1 : Prepare to Evacuate**

Alert tone (BEEP, BEEP) – Prepare to evacuate and observe

 Floor Wardens should be visible

**Stage 2: Prepare to Evacuate**

Evacuate tone (Whoop Whoop) – Evacuate the area

 Walk calmly and leave via the nearest safety exit as guided by the floor warden

 Do not use the lift

 Go straight to the assembly area and stay there until the all clear is given by an authorized person

**All hazards, incidents and Near Misses should be reported to Safety Personnel and/or supervisor**, regardless of whether an injury has been sustained. Hazard Incident reporting is important to put measures in place to avoid injury in future. Any hazard or incident reported is strictly confidential and may be made directly to OHS (bypass supervisors), if required. The form is available at:

<http://www.monash.edu.au/ohs/forms/index.html>

***7. After hours access procedures***

Monash University guidelines – standard procedures for “After-Hours Emergencies”

<http://www.monash.edu.au/ohs/topics/procedures/after-hours.pdf>

***General Procedures for “After Hours Work and Studying” (Monday to Friday 5:30pm – 8:30am, Weekends and Public holidays)***

* Persons working after-hours must carry their staff or student identification card to establish their entitlement to be in the building after hours. When working after-hours, staff or students may wish to notify security and traffic on their location.
* After-hours work is *defined as a risk factor*. Authorization from Laboratory manager must be obtained if experimental work is to be carried out during times referred as after hours.
* With the exception of honours students and undergraduate students must not be given permission to study in the laboratories or to engage in high risk activities.
* Low risk tasks such as data analysis, viewing specimens, and study in computer laboratories are exempt from this requirement.

 **8. Step-by-step procedures for equipment/technique/task/process**

* Make a list of materials, equipment and other this will aid to ensure preparedness for the activity.
* The use of flow diagrams, charts or other visual diagrams can be helpful.
* For long and unattended experiments and reactions ensure to use “Experiment in progress” sign.
* Ensure availability of chemical waste vessels with correct labelling.
* Ensure availability of labelling stickers for working substances/substances in use.

**9. Clean-up procedures**

This includes proper methods such as cleaning of preparation benches and experimental/working benches, storage of used materials, decontamination of glassware, decontamination of medical instruments with blood as examples.

**10. Waste disposal procedures**

* Ensure you are familiar with the waste disposal procedures practices in the laboratory
* Determine if it is chemical waste (solid or liquid), biological waste,
* Please refer to the safety manual or contact laboratory manager for advise

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| --- | --- |
| **REVIEWED BY AREA SUPERVISOR** | **REVIEWED BY SAFETY OFFICER** |
|  | **NAME:** |  |
|  | **SIGNED:** |  |
|  | **DATE:** |  |