

## Laboratory Safety and Procedures in the Life Sciences Building (LSB)

### 1. Contacting the LSB

Normal business hours are 9 am to 5 pm Mon – Fri.

General phone extn: 69332154 or email [nalsh@csu.edu.au](mailto:nalsh@csu.edu.au)

Manager's extn: 69332873

Emailing is the preferred option for:

- Building faults
- Equipment faults
- Accidents, incidents, hazard reporting
- Updates to RAs, SWPs, SDS's
- Extensions/ requests for card access
- Afterhours access

Please allow up to 2 business days for a response.

**For after hours emergencies call Security on 400 (internal) or 69332288 (external phone) and Facility Manager on 0459 178357.**

### 2. Accidents and Incidents

- When an incident/accident occurs seek assistance and advice from the nearest member of staff.
- Notify your Supervisor and the Facility Manager (via Nalsh email address) of all incidents/accidents. If the accident causes serious injury, contact the Facility Manager immediately.
- Complete and submit an incident/accident report form and submit to the Facility Manager (Nalsh email) within 24 hours.
- If after hours call security (follow the I.C.E. guidelines as displayed in the labs).
- Incident/accident reporting is not about blame – it is about safety and prevention.

### 3. After Hours Lab Use (weekends, before 8am and after 6pm weekdays)

- Permission from Supervisor and Facility Manager required (completion of After Hours Access form).
- Call Security and tell them how long you will be in the lab.
- Hazardous tasks are not to be performed outside of normal business hours without written permission from the Facility Manager.

#### 4. Building Safety Information

Follow the instruction of Lab Staff in relation to all health and safety issues pertaining to lab rules, policies and shared resources.

- **Spill kits**

Chemical and biological spill kits are located in PC1, PC2 and QAP areas.  
Radiation spill kits are located at the entrance to the radiation lab.

Do not attempt to clean up a spill on your own. If you can remove yourself from the spill area without contaminating yourself or further spreading the spill, do so and alert technical staff who will co-ordinate the clean up. For spills after hours, call Security (who will alert the Facility Manager) and ensure the area is not accessed by other users until the Manager (or delegate) arrives.



- **Emergency Power Shut off**

These buttons are located throughout the laboratory areas and when activated will shut off white power points in a designated area (lighting will still be on).

**To shut power off**-push button in, yellow ring will no longer be visible.

**To restore power**- pull the red button, the yellow ring should now be visible.

**Only restore power if it is safe to do so. Report all events where use of power shut-off was required by notifying lab staff and logging an accident/incident report.**



- **Emergency Gas Shut off**

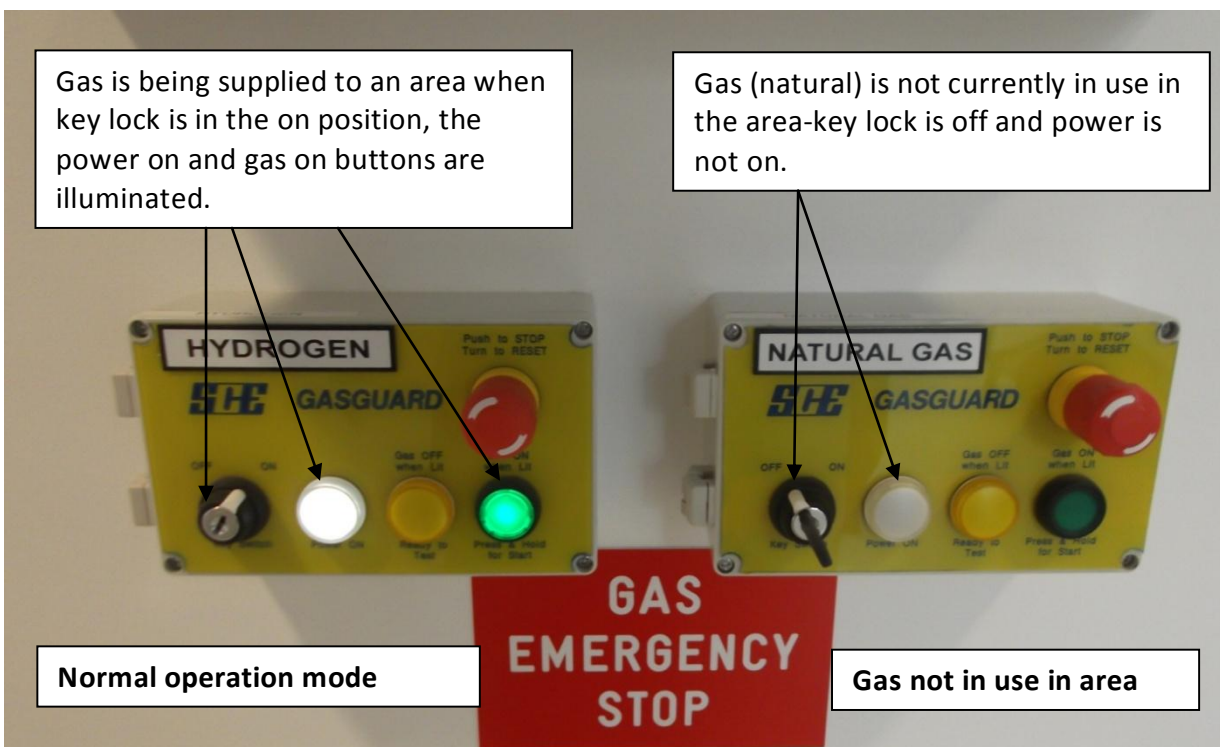
Gasguard platforms are located throughout the laboratory areas. If you smell gas or think there is a gas leak, use the gasguards to shut down the gas supply.

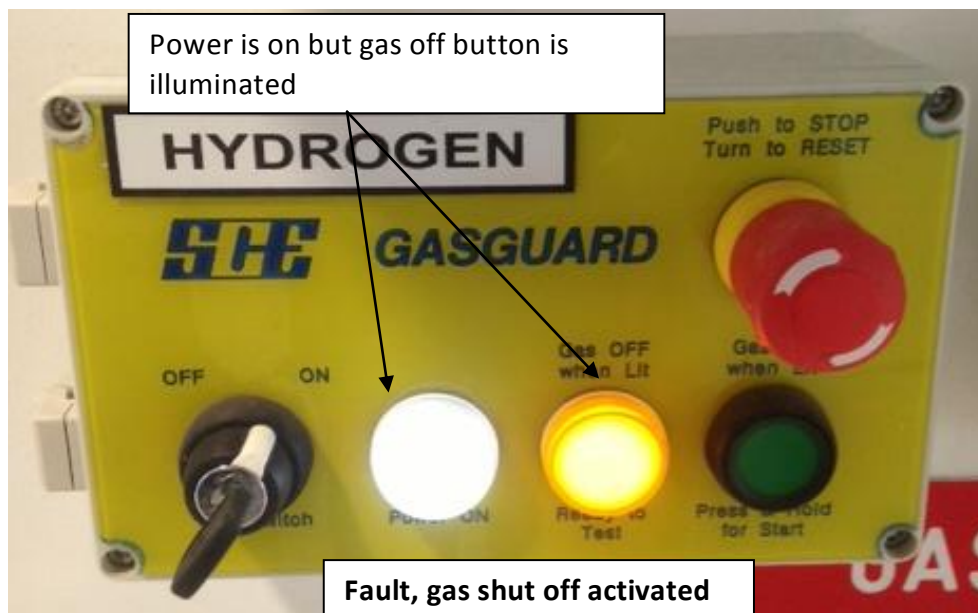
If there is an audible alarm sounding from the control cabinet above the gasguards, evacuate the area immediately and call Security.

**To shut gas off**-push the red button

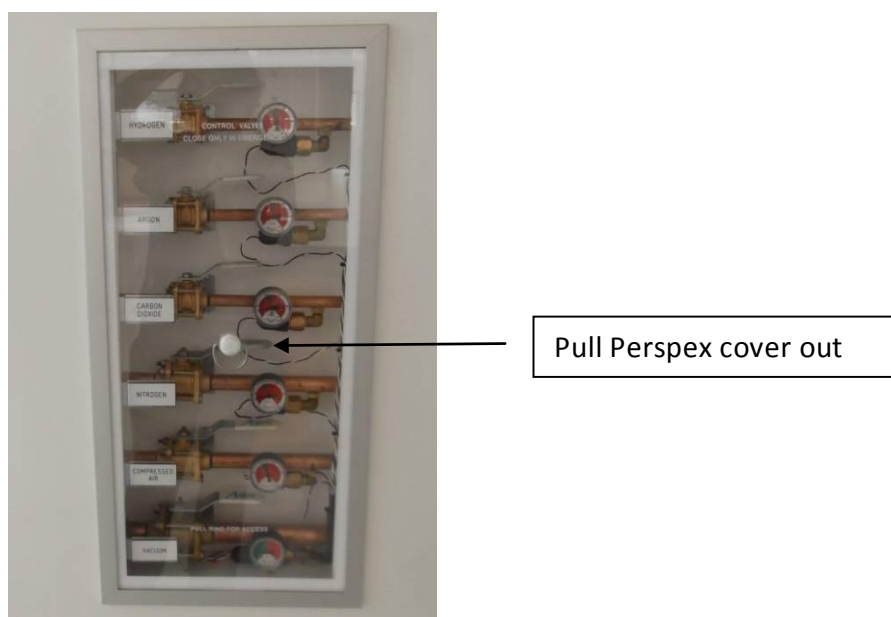
**To restore gas**-turn red button in the direction of arrow

**Only restore gas if it is safe to do so. Report all events where use of power shut-off was required by notifying lab staff and logging an accident/incident report.**





Alternatively, gases can be physically shut off by pulling out the Perspex screen and turning lever on individual gas lines



- **First Aid Kits**

These are fitted throughout the laboratory areas and are maintained by a CSU appointed First Aid Officer (currently Therese Moon).

If you injure yourself at work please see the First Aid Officer or a member of the technical staff who will render assistance and fill in an accident report.

For injuries sustained after normal working hours, please access the kit but contact the First Aid Officer on the following business day.



## 5. Building Housekeeping

- **Space**

- Shared spaces must be kept clean and tidy (wash up and prep areas, cold rooms etc). Spills of any kind must be cleaned immediately.
- All glassware must be washed up daily.
- Ensure you adhere to appropriate PC2 guidelines whilst working in the PC2 area regardless of what you are working on. The same applies for the QAP laboratory.

- **Equipment**

- Do not use equipment unless you have been trained to use it.
- Ensure that you have read the SWP for each instrument you will use and have been signed off as competent by your supervisor/lab staff.
- Do not use equipment belonging to other groups without their permission.
- Leave all equipment and shared spaces as you would prefer to find them (clean and in good working order).

- **Reagents**

- Do not use reagents that are not yours without prior permission.
- Ensure that you have completed a storage risk assessment before ordering chemicals. All chemicals must be ordered through the lab store.
- Label all incoming reagents with your name and date received.
- Ensure you have a manufacturer's SDS for every chemical you use.

- Fill in the log sheets on the refrigerators and freezers.
- **Shared Lab Habits**
  - Label everything with your name, contents and (for chemicals and reagents) comply with the Faculty of Science Chemical Labelling Procedure-guidelines which are displayed in all areas.
  - Keep a record of which reagents are yours and where they are stored.
  - Keep a record of your samples and where they are stored.
  - Speak up if you have a concern about something you are unsure how to do or if you feel that someone else is doing something that may affect the health and safety of themselves or others – Lab Safety is EVERYONE'S responsibility.

## 6. Working in a PC2 Facility

- PC2 = Physical Containment Level 2 = strict guidelines for the use of the facility, regardless of whether GMOs or Risk Group 2 organisms are being used.
- Access is restricted to authorised personnel – if you have not been inducted to the area you should not be there.
- Doors must be closed while work is in progress.
- Hands must be washed before leaving the PC2 laboratory.
- **Lab Coats (Blue)**
  - Must stay in the PC2 facility. Coats and gowns are provided for your use and must not be worn in the general lab area or office. Lab coats/gowns must be worn during ANY procedure in the PC2 laboratory.
  - Blue gowns should be placed in the appropriate laundry bin and autoclaved prior to being laundered.
  - General lab coats (white/orange) must be left outside the PC2 facility.
- **Movement of Objects**
  - **Equipment** must be decontaminated before it is relocated from a PC2 area.
  - **Samples/specimens** must be contained in a sealed unbreakable secondary container e.g. Plastic container with lid.
- **Waste in the PC2 Environment**
  - All waste must be autoclaved before disposal.
    - Do not overfill autoclave bags
    - Waste must be double bagged prior to autoclaving
  - A register must be kept of all waste that is autoclaved
    - Every bag must be identified with the name of the person who generated the waste and the contents of the bag.
  - The autoclave log must be completed for each load that is run (a Thermalog strip must be included in each run).

- All autoclaved waste must be removed promptly from the laboratory to the waste room. Do not leave it sitting in the lab.
  - Baskets of bottles containing hazardous waste should be placed in a sealed autoclave bag for transporting and autoclaving.
  - Cytotoxic waste cannot be autoclaved.
- **Gloves**
    - Gloves must be worn when working in the Biohazard cabinet.
    - Gloves must be worn when dealing with GM viral vectors or GMOs which fit into the classification of Risk Group 2 organisms (as described in AS/NZS 2243.3).
    - Gloves must be removed before leaving the PC2 laboratory.
    - Gloves must be discarded into a waste container and autoclaved.
- **Benches**
    - The use of bench coat in PC2 is discouraged. If used, bench coat must be discarded either immediately after use or at the end of each day.
    - Benches must be swabbed with 70% ethanol, then Virkon (or its equivalent) when using fungi, and 70% ethanol for bacteria.
- **Reading and Writing**
    - All reading and writing should be done in the open plan office area.
    - Only result sheets should be taken into the laboratory area.

## **Don't**

- Sit on benches (in ANY lab, not just PC2).
- Place lab coats on benches or backs of chairs – use hooks provided. Lab coats left on the backs of chairs will be placed in the laundry bins.
- Ignore alarms or building faults-contact tech staff or Security (after hours).

## **Last Word**

- Enjoy your research but remember you are in a potentially unsafe environment and your actions impact on many others.
- The laboratory staff are here to assist you – don't be afraid to ask questions. It is better to prevent a problem from occurring than dealing with the consequences.
- Remember your lab access is a privilege not a right and failure to act appropriately could result in that privilege being removed.