

Laboratory/Workshop Induction

This outlines the specific induction and authorization requirements for UNSW laboratories. It lists the generic risk controls established by the laboratory. In addition, training will be provided for plant, equipment and safe work practices. Note – you can use OHS006 OHS Induction Form in conjunction with this form. This Laboratory Induction and Authorisation Form must be completed and signed before access to the laboratory is granted.

Faculty/School/Unit: DVC (Research), Mark Wainwright Analytical Centre, 524 MWAC PC2 lab		
Laboratory location: E8 Science and Engineering building, Level 5		
Laboratory identification: PC2 lab 524, Isolated TC 524A, Microtomy suite 524B, Microscopy 524C, Training Tissue Culture 524D		
Your name:	zID:	Signature:
Your supervisor name:		Signature:
Officer name:		Signature:
Date induction completed: / /		

General Requirements

Note, user means inductee

The laboratory manager must explain the following to all inductees	(tick when completed)
Access Requirements – Normal & After-hours <ul style="list-style-type: none"> Access is given to E8 SEB building and Mark Wainwright Analytical Centre, MWAC PC2 lab 524 and office 526 on level 5 after completion of induction. General User Access – Monday to Friday 8am to 6pm. After-hours access is granted only for use of the instrument you have been trained on. No Biological EM sample preparation is permitted after-hours. After-hours users must use a "Buddy" system whereby a colleague, friend or family member is informed that you intend to use the MWAC PC2 lab after-hours (Specify room number). The "Buddy" needs to be informed when you commence and when you plan to finish your work and to contact UNSW Security in case of emergency. Please talk to one of the staff for after-hours access. 	<input type="checkbox"/>
Risk Assessments (RAs) and Safe Working Procedures (SWPs) <ul style="list-style-type: none"> Users must write RAs and SWPs for their projects that include work to be performed in MWAC PC2 labs (responsibility of user and supervisor). MWAC PC2 lab RAs and SWPs are located on the UNSW SALUS SAI360 website https://safesys.unsw.edu.au. Trainers are to go through RAs and SWP relevant to specific instruments and tasks with the user at the first training session. 	<input type="checkbox"/>
Personal Protective Equipment in PC2 area (PC2 lab 524, Isolated TC 524A, Microtomy suite 524B, Microscopy 524C, Training TC 524D) <ul style="list-style-type: none"> Appropriate PPE must be worn (lab gown, gloves, and safety glasses) as per the PPE MWAC PC2 lab SWP form. Non-absorbent enclosed shoes, e.g. rubber/plastic/leather boots. Users will be denied entry if wearing inappropriate shoes. No bags, food or drinks are allowed in lab areas, and long hair must be tied back. Only bring in items that are required in labs. Leave non-essential items/bags in shared office 526. Users must wash their hands after completing their work. Gloves should not be worn when operating microscopes, microtomes or when touching door handles. All Samples (including live cell or tissue samples) are to be double contained in unbreakable sealed containers during transport. 	<input type="checkbox"/>
Safety equipment – Location, Use, and Operation <ul style="list-style-type: none"> Fire stairs → Located at the east and west corners of E8. Amenities → Toilets are located at the south corner of E8. Service and goods lift → To be used when required for sample transport. Fire extinguishers → To be used in event of fires. Located in the far back corner of 524 main lab next to the fume hoods. Safety showers and eye wash stations → To be used in an emergency when needed, two located near main lab 524 entry doors. Hand wash basins → Wash hands before leaving the PC2 area. Located near main lab 524 entry doors. Telephones and contact lists → First point of contact for spills, emergencies, and accidents – UNSW Security: (02) 9385 6000. EMU Contacts: <ul style="list-style-type: none"> Joanna Biazik-Richmond Jake Ireland Carol Yan Spill kits → To clean up chemical spills and PC2 accidents. Osmium and general chemical spill kits located near fume hoods. First aid kits → Located near the main lab 524 entry. Contact First Aid Officer, Joanna Biazik-Richmond. Emergency flipcharts → Located near the main lab 524 entries contains information on procedures in event of fire, injury, etc. 	<input type="checkbox"/>
Chemical storage. <ul style="list-style-type: none"> User to follow SDS on use and storage of chemicals. Hazardous substances to be stored appropriately in accordance with risk assessments and SDS. User to provide name and associated risk and risk assessment when bringing hazardous substances into the laboratory. 	<input type="checkbox"/>
Registers: chemical, biohazard, material safety data sheets (SDS) and other (Jaggaer inventory management systems) <ul style="list-style-type: none"> Physical copies are located in the main lab 524, and digital copies are kept on WHS Documents in ACLS. Users need to have read and understood SDS for the respective chemicals they use or bring to the laboratory. Users are to consult SDSs in the event of a spill, injury, or emergency involving chemicals. Laboratory records including checklists and inspections - Risk management forms and SWPs are also located in labs with respective instruments and on the UNSW Salus SAI360 website. 	<input type="checkbox"/>

<p>Waste Disposal System – Laboratory users are expected to understand the various types of waste and the appropriate disposal streams.</p> <ul style="list-style-type: none"> • Biological – Solid biological waste must go in the yellow bins located in all laboratories. Biological liquid waste is disposed of in waste cubes with the addition of 4% bleach (diluted no less than 2%). • Cytotoxic – All solid cytotoxic waste is to be disposed of in the purple waste bins. All liquid cytotoxic waste must go into the purple labeled waste containers. • Chemical – Multiple chemical liquid waste streams are located in the fume hoods, Cytotoxic waste in purple containers, TC liquid waste in waste cube, add 4% bleach. • Sharps – Yellow sharps bins are located in each laboratory on the lab benches or in the hoods. • Broken glass – White plastic bins are located under the fume hoods and are labelled as contaminated glass. 	<input type="checkbox"/>
<p>Laboratory Emergency Response Plan – follow UNSW emergency flow chart.</p> <ul style="list-style-type: none"> • First aid officer – Joanna Biazik-Richmond • The first aid kit is located in the main laboratory (524) – located near the office entrance. • In the event of spills or incident <ul style="list-style-type: none"> ○ leave the area immediately and notify SEB Cell Culture Facility staff. Always seek advice with spills and incidents. ○ Organize a cleanup with appropriate PPE, and the appropriate forms/documentation. ○ Complete the appropriate Hazard/Incident report on the UNSW Salus SAI360 website. • Emergencies occurring after hours will be dealt with by UNSW Security: (02) 9385 6666. 	<input type="checkbox"/>
<p>Evacuation and Emergency Procedure – follow the UNSW Emergency flow chart.</p> <ul style="list-style-type: none"> • SEB Chief warden: Joel Bennett (02)938 56143, • SEB Level 5 Floor Wardens: Yun Ye (02)938 55053 and Mohammed Bagher Ghasemian (02)938 55053 • Fire Alarm – The Science and Engineering Building (SEB) uses a 2-alarm system. <ul style="list-style-type: none"> – First, beep sound – to alert you, shutdown and prepare to leave. – Second, whoop sound – evacuate towards High Street exit to Alumni Lawn. 	<input type="checkbox"/>
<p>Laboratory Licensing Conditions e.g., OGTR Certification, QAP, Radiation, PC2 – H&S strictly enforced.</p> <ul style="list-style-type: none"> • All laboratories are PC2 certified. • Live animals are not allowed in SEB Cell Culture Facility. • Approval is required prior to bringing in hazardous substances, viral transfected cell lines, or cell lines derived from GMOs. • User must read Behavioral Requirements for OGTR-certified PC2 Laboratory document - UNSW Salus SAI360 website. 	<input type="checkbox"/>
<p>Review local H&S Web Resources – EMU, SEB Cell Culture Facility, KGLMF, and other locations.</p> <ul style="list-style-type: none"> • For university information use the UNSW H&S website – https://safety.unsw.edu.au. • For EMU and SEB Cell Culture Facility H&S information (such as risk management forms (RMFs), safe work procedures (SWPs) and other H&S information) HS database – use SALUS SAI360 website. 	<input type="checkbox"/>
<p>Compliance – Laboratory users agrees to comply with the following criteria when working in the SEB Cell Culture Facility.</p> <ul style="list-style-type: none"> • H&S requirement – to cooperate fully with all RMFs, SWPs and H&S guidance. • UNSW policies and procedures. • KGLMF, SEB Cell Culture Facility, and EMU terms and conditions for booking and login systems. 	
<p>Identified Risks/Hazards – possible H&S risks and Hazards users may be subjected to whilst working in the SEB</p> <ul style="list-style-type: none"> • Slips and Trips • Environment – Temperature, humidity, noise • Biological – as per OGTR paragraph • Chemical – toxic such as Osmium and Lead, non-/ hazardous, flammable, radioactive such as Uranium • Gases – non-/toxic, non-/flammable such as CO₂, ethane, hydrogen, nitrogen • Electric shock • Laser and mercury vapours – on microscopes • Lighting – can be dimmed or /dark in certain areas of the lab with closed curtains • Ergonomics – take a break after every 2 hours at microscope and microtome usages • Sharps/broken glass • High pressure hazard instruments • Heat hazards – hot plates and ovens • Cryogenics and low temperature instruments • Centrifuges hazards 	<input type="checkbox"/>
<p>Contacts – notify staff in the event of a spill, injury, hazard, incident, accident, or emergency.</p> <ul style="list-style-type: none"> • SEB Cell Culture Facility Manager: Joanna Biazik-Richmond joanna.richmond@gmail.com • Technical Officers: <ul style="list-style-type: none"> – Jake Ireland jake.ireland@student.unsw.edu.au – Carol Yan carol.yan@unsw.edu.au • KGLMF Staff <ul style="list-style-type: none"> – Celine Heu - c.heu@unsw.edu.au – Alexander Macmillan - alex.macmillan@unsw.edu.au – Elvis Pandzic - e.pandzic@unsw.edu.au • After-hours emergency contact – UNSW Security: (02) 9385 6666 	
<p><i>Induction Checklist</i></p> <p>Must provide evidence of completion of online training courses:</p> <ul style="list-style-type: none"> • CAS: Ergonomics and Manual tasks (HSEEMC) • CAS: Responsible Employee (HRRESC) • Laboratory Safety Awareness (HELISO) • Hazardous Substances online (HSEHSO) • Biological Safety Training Course (HSEBSC) <p>Must provide the details below when working with hazardous substance in the MWAC PC2 lab.</p> <ul style="list-style-type: none"> • name and associated risk(s) 	

- Completed and signed **risk management form**
- **Safety Data Sheet** for each hazardous substance

Must provide approved NLRD or Exempt Dealings if bringing to MWAC PC2 abs,

- Viral transfected cell lines
- Cell lines derived from GMOs.

I, (user), have undertaken the HS induction to the MWAC PC2 office and laboratory areas. I agree to abide by all the above requirements as outlined by the laboratory manager and the requirements contained in this form.

Signature:

Date:

I, (officer), have inducted and authorised the above-mentioned user to access MWAC PC2 areas.

Signature:

Date:

Name: _____ ☐ Staff or ☐ Student, ID: _____










School / Centre: _____ Building Location: _____

Type of work to be carried out in MWAC PC2 labs

Only risk group 2 organisms are allowed in the MWAC laboratory. Approval is required prior to bringing in higher-risk group organisms, for example, viral transfected cell lines or cell lines derived from GMOs, as these MUST no longer be viable. Radiation work and live animals are not allowed in any SEB Cell Culture Facility of KGLMF laboratory.

Research Topic _____

Fixed Cells ☐ and/or ☐ Live Cells ☐ Bacteria **Cell Line (ATCC® No.)/or Bacteria:** _____
☐ Yes ☐ No GMOs or cell lines derived from GMOs – if yes, provide approved ☐ NLRD or ☐ Exempt Dealings
☐ Yes ☐ No Viral transfected cells – if yes, provide approved ☐ NLRD or ☐ Exempt Dealings

Chemical number	Reagent / Product or solvent used: Name or other identifier such as molecular formula or structure	Overall risk associated with chemicals used after taking handling and dilution into account. Rate risk as L = Low, M = Medium or H = High									Precautions & handling – take account of quantity, dilution, other chemical hazards & disposal.
											
		Flammable	Corrosive	Carcinogen/mutagen	Toxic (severe)	Toxic / skin irritant	Oxidiser	Explosive	Gas under pressure	Aquatic toxicity	
1											
2											
3											
4											

Equipment(s) to be used, please indicate

Main lab 524

- ☐ Plunge Freezer
 ☐ Large benchtop centrifuge
 ☐ Bacterial Work
- ☐ Glow discharge
 ☐ Biowave
 ☐ pH Meter
- ☐ Milli Q Water system

Tissue Culture - Isolated 524A

- ☐ Biosafety cabinet 1
 ☐ Incubator
- ☐ Epifluorescent microscope

Microtomy room 524B

- ☐ Reichart RT microtome
 ☐ Leica UC6 RT microtome
- ☐ Leica Cryo UC6 microtome

Microscopy room 524C

- ☐ Nikon T12 live cell microscope
 ☐ Multimode 8 AFM
- ☐ Zeiss 800 Confocal Microscope

Tissue culture - Training 524D

- ☐ Cytotoxic cabinet
 ☐ Cytotoxic incubator
- ☐ Biosafety cabinet 2
 ☐ Regular incubator
- ☐ Electroporator
 ☐ Centrifuge