

MCN Biology/Chemistry Usage Policy

DOCUMENT AUTHORISATION			
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Additional authorisation if required			

PQMS1-MCN-POL-0030-V1

1. MCN BIOLOGY/CHEMISTRY LABORATORY USAGE POLICY

Initial effective Date: 15 September 2012

The purpose of this document is to provide guidance to users of the MCN facilities regarding the access, safety and cleanliness requirements for entering or working in the biology and chemistry laboratories (including PC2).

This policy covers all access to MCN biology/chemistry laboratories including G44, G47A, G47B, G52 and G53 (PC2 Lab).

2. BACKGROUND

There has previously been no formal policy that defined the specific access and operational expectations for working in the biology/chemistry laboratories at MCN. This policy aims to address the following aspects:

- To standardise the use of Personal Protective Equipment (PPE)
- To standardise a system for accessing and storing PPE
- To enforce the use of a single-entry access point
- To standardise guidelines for general laboratory conduct and safety

3. LABORATORY ACCESS

As of the effective date of this policy, all users of the general reconfigurable laboratory (G52) must enter and exit (except in times of emergency) via the airlock entrance (G52A) and by using their security fob access at door (G52). All other doors (G47B, G49 and the adjacent door) will be alarmed and must be used for emergency exit only. Use of other doors to access lab G52 is prohibited except in the case of emergency.

4. GENERAL LABORATORY SAFETY AND CONDUCT

A safe working zone has been designated within the general reconfigurable laboratory (G52) as defined by a yellow and black line. This safe working zone allows MCN staff and Technology Fellows to bring in visitors into the laboratory without the need for full PPE. The following standards apply in this area:

- No eating or drinking in the laboratory;
- The laboratory must be kept clean and free of clutter at all times;
- Closed toe footwear (i.e. no sandals or flip-flops) should be worn and long hair must be tied back at all times;

Gloves should be removed before touching common devices (e.g. door handles, keyboard);

All items must be clearly labelled and stored appropriately; and

Different PPE are required when transitioning from general to PC2 laboratory.

In addition, all users beyond the safety zone in the general reconfigurable laboratory (G52), the PC2 laboratory (G53) or in laboratories G44 or G47A are required to:

Undertake training prior to using any equipment;

Wear laboratory gowns, safety glasses and gloves at all times;

Wash laboratory glassware after usage;

Keep benches tidy at all times;

Segregate/ dispose of waste appropriately, refer to MCN waste management plan; and

Return laboratory gowns and safety glasses, then wash hands before exiting any laboratory.

In addition, for the PC2 laboratory, additional safety procedures apply:

Undertake Biosafety II training prior to working in this laboratory;

Wash hands after handling cultures; and

Decontaminate all surfaces with Iso-propanol wipes and/ or 70%w/v or 80%v/v ethanol before and after working.

5. MCN SAFETY INDUCTION CHECKLIST

This form will be provided to users following their Safety Induction held onsite at MCN every first and third Monday of the month at 10am, or further to making alternative arrangement with the Facility Manager.

Name: _____ Monash ID: _____

Email: _____ Telephone: _____

Institution: _____ Campus: _____

Supervisor: _____ Telephone: _____

I have read and understood the Facility Manual and agree to follow the policies and procedures that are in place at all times, when using the facilities at the Melbourne Centre for Nanofabrication (MCN).

I have been advised of the facilities emergency procedures including location of fire extinguishers, evacuation procedures and the emergency assembly area.

I have received a safety induction, which outlines appropriate personal protective equipment (PPE) to be worn, hazards and procedures for safe handling of liquid nitrogen and chemicals in the facility, along with the and on appropriate personal protective equipment (PPE).

I have been advised of first aid provisions including locations of First Aid kits, how to contact a first aider, the location of safety showers, eyewash stations and spill kits.

I have been introduced to the Safety Officer.

If my work is not covered by an existing MCN SOP/Risk Assessment, I will perform a Risk Assessment on my work and lodge this with the Facility Manager/Safety Officer and Process Engineer responsible for the associated hazards.

I have been advised of need to obtain a license to use equipment and laboratories.

I have been advised that only authorized personnel (Licensed Users) may enter a laboratory or clean room unsupervised.

I have been advised of the location of Risk Assessment/Risk Control Worksheets/Safe Operating Procedures for all laboratory activities, equipment and processes.

I have been advised how to obtain MSDS information for chemicals used within MCN

Signature of User: _____ Date: _____

Signature of MCN Manager: _____ Date: _____

6. APPENDICES

N/A

7. REFERENCES

N/A

8. DOCUMENT HISTORY AND CONTROL INFORMATION

DOCUMENT HISTORY			PQMS1-MCN-POL-0030-V1
Version no.	Date of Issue	Reviewed by: name	Amendments
1	05/08/2015	Bernie Orelup	Created to PQMS format