

BIO/CHEM LAB USAGE POLICY

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).

DEFINITION

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

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

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.

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.