

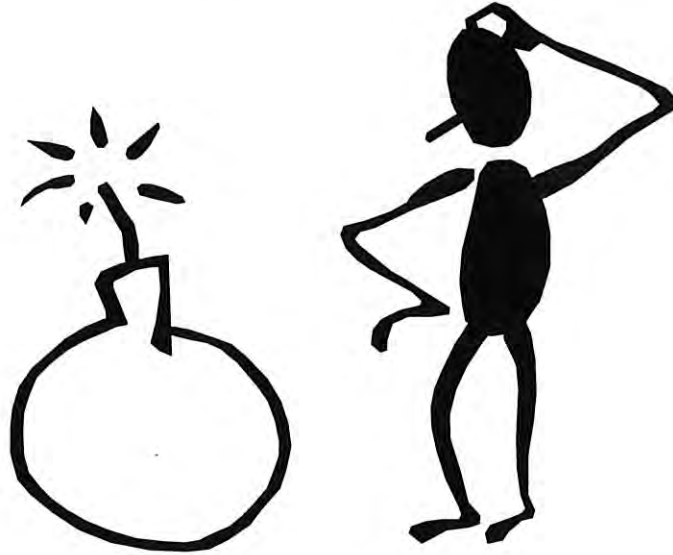
LIBRARY

Department of Biodiversity,
Conservation and Attractions

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COMO RESEARCH CENTRE

SAFETY AND USER GUIDELINES



AMENDED June 2005

COMO Research Centre - Safety and User Guidelines

Area	Person(s) Responsible	Safety and Procedural Issues
Front Office	Michelle Vellios or Sharon McKinnon	<ul style="list-style-type: none"> • A 'visitors' book is located inside the door - please ensure all Students and Volunteers and Vistors are signed in and out if their name does not appear on the board. • Always fill in your location and ETR on the board when you are not in the area. • Keys for the cars are in the key cupboard. Always return them immediately after use. • Car booking sheets are near the fax machine - ensure it is filled out before taking a car. • LCD Projectors are available and a booking sheet needs to be filled in. They are kept in a locked cupboard. Admin staff have the key • A First Aid Kit and First Aid Slips are available in the glass cupboard behind the door. • Field Trip Advice Forms are to be filled in and faxed to the relevant District and any Sched calls organised with the office staff. Two-way radios and Hard hats are available to take into the field. These must be returned to the front office upon the completion of your trip. • Fire extinguishers are located on the wall near the passage entrance and in the passage.

Area	Person(s) Responsible	Safety and Procedural Issues
<ul style="list-style-type: none"> • Main Laboratories 	<ul style="list-style-type: none"> • Bronwyn MacDonald • Shelley McArthur • Colin Crane • Peter Grayling 	<ul style="list-style-type: none"> • Point out which person is responsible in each lab area - see these people to use any equipment in each laboratory and for the location of any safety equipment. • Read general Lab Rules (attached Sheet) • Fire extinguishers are located along the passageway and in the labs near the entrances. • Fire blankets and a respirator with spare canisters is under the small freezer in the passageway. • First aid kit is located on top of the glass cabinet in the passage way (next to west exit) • An emergency eyewash and shower is present in the passageway outside the Lab Area • Safety shower is located next to the men's toilet • Two emergency alarm switches are located at the end of the passageway and half way down near the exit. • A chemical store is also present for storage of your Chemicals

Area	Person(s) Responsible	Safety and Procedural Issues
<ul style="list-style-type: none"> • Chemical Store 	<ul style="list-style-type: none"> • Lin Wong • Shelley McArthur (Chemical register and MSDS) 	<ul style="list-style-type: none"> • There is a register of all chemicals kept in this centre. MSDS (Material Safety Data Sheet) are available for most chemicals • If ordering a new chemical please make sure it goes onto the register and a MSDS is available for this chemical and it is stored correctly.
<ul style="list-style-type: none"> • Flammable Liquids Store 	<ul style="list-style-type: none"> • Janet Wester 	<ul style="list-style-type: none"> • NO SMOKING in or near this area • See VHS staff for the key and to fill out the ethanol register book
<ul style="list-style-type: none"> • Entomology Lab and storage area 	<ul style="list-style-type: none"> • Matt Williams 	<ul style="list-style-type: none"> • See Matt if you require use of this area. • Fire extinguishers are located on the wall.
<ul style="list-style-type: none"> • Entomology Lab 	<ul style="list-style-type: none"> • See Tom Burbidge • See Allan Wills 	<ul style="list-style-type: none"> • See Tom or Allan for instructions on the use of equipment and safety issues in this area.

Area	Person(s) Responsible	Safety and Procedural Issues
<ul style="list-style-type: none"> Sample preparation Area 	<ul style="list-style-type: none"> Lin Wong or Shelley McArthur 	<ul style="list-style-type: none"> See Shelley or Lin for instructions in the use of any equipment. A fire extinguisher and blanket are available Hair must be tied back and eye and ear protection must be worn when using grinders Cleanup each day after use
<ul style="list-style-type: none"> Chemical Waste Disposal 	<ul style="list-style-type: none"> All chemical waste should be brought to the attention of Shelley McArthur 	<ul style="list-style-type: none"> Jars of chemicals that are no longer required should be marked as such and will be disposed of periodically. Organic solvent waste should be stored in a sealed glass bottle with details of solvents properly detailed on the label. As with the chemicals they will be disposed of periodically. If chemicals to be disposed of are still viable then other Research Centres should be notified to see if they can use the chemicals.
<ul style="list-style-type: none"> VHS Laboratory 	<ul style="list-style-type: none"> Janet Webster or Juanita Ciampini 	<ul style="list-style-type: none"> See Janet or Juanita for instructions in the use of autoclaves, or any other equipment that you need to borrow. A fire extinguisher and blanket are present inside the main entrance. Another fire extinguisher is present near the doorway leading to the laminar flow. A first aid kit is located near the doorway leading to the laminar flow.

Area	Person(s) Responsible	Safety and Procedural Issues
<ul style="list-style-type: none"> Rear Dirty Lab backing onto the car compound 	<ul style="list-style-type: none"> Communal - See direct supervisor before using this lab and be considerate to other users. 	<ul style="list-style-type: none"> Drying ovens are generally used overnight - if it is on ask the user if it can be turned off while you are working. See Shelley McArthur or Lin Wong for instructions on use. Glasses must be used with the bandsaw. See Colin Crane for instructions on use. Clean up your mess when you are finished and don't leave equipment in areas where they become a hazard. A fire extinguisher and blanket are on the wall near the door. Personal Protective Equipment is stored in the cupboard for general use. Please return it when job is complete.
<ul style="list-style-type: none"> Car Compound 	<ul style="list-style-type: none"> Shelley McArthur Colin Crane for vehicle washdown procedure 	<ul style="list-style-type: none"> Prior to use, check engine oil, radiator fluid and tyre pressures Fill in all running books after using the cars and make sure cars are left in a clean state. There are washdown facilities in the compound to clean your vehicle Bring to vehicle's custodians attention any damage or faults with the cars. Take all fuel receipts to the front office and place them in the envelope provided. First Aid Kits are contained in all cars. Do not return a car with a near-empty fuel tank
<ul style="list-style-type: none"> Storage sheds in vehicle compound 	<ul style="list-style-type: none"> See Shelley McArthur 	<ul style="list-style-type: none"> Do not store chemicals in this area without Centre Managers and Safety Co-ordinator's knowledge

Area	Person(s) Responsible	Safety and Procedural Issues
<ul style="list-style-type: none"> • Glasshouses, shade houses, Potting sheds & soil bins in vehicle compound 	<ul style="list-style-type: none"> • See Mike Stukely or Colin Crane before working in these areas. For allocation of space see Mike Stukely 	<ul style="list-style-type: none"> • Slippery floors after sprinklers have been in use • The presence of redback spiders or snakes. • Maintenance of hygiene for clean soil bin • Hygiene of clean shade houses and potting shed • Hazardous chemicals are used in fumigation of infected soil bin. • All infected plant and soil material must be fumigated before disposal • Inoculation trials maybe carried out in glasshouses

<ul style="list-style-type: none"> • GENERAL SAFETY 		<ul style="list-style-type: none"> • Report any potential hazards, accidents or near misses to the Safety Co-ordinator. • Get permission from supervisors or the person(s) responsible before working in or borrowing equipment from any areas. • Get instructions and a safety induction before using any equipment for the first time • JSA's (Job Safety Analysis forms should be read if available) • Always wear correct footwear, safety glasses, and gloves in laboratory areas when required. • Label your samples, equipment and solutions etc. If not label they could be considered rubbish and disposed of. • In the event of an evacuation the assembly area is located in front of the main Kensington Reception. • If you have Volunteers, Students, Work experience people or Casuals, you as their supervisor are responsible for their safe evacuation in an emergency.
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Intranet sites

Occupational Health and Safety Procedures Manual

<http://calmweb.calm.wa.gov.au/drb/csd/hrb/manuals/procedures-manual.html>

Occupational Health and Safety Polices Manual.

<http://calmweb.calm.wa.gov.au/drb/csd/hrb/manuals/policy-manual.html>

Risk Management Home Page <http://calmweb.calm.wa.gov.au/drb/csd/hrb/risk.html>

Safety Forms <http://calmweb.calm.wa.gov.au/drb/csd/hrb/forms.html#safety>

List of JSA's <http://calmweb.calm.wa.gov.au/drb/csd/hrb/risk/jsa-index.html>

CALMradio Use of vehicle radios and protocol

<http://calmweb.calm.wa.gov.au/drb/rsd/calmfire/calmradio/index.html>

Science Division's Safety Guideline No2

http://calmweb.calm.wa.gov.au/drb/science/docs/guidelines/02_safety.rtf

Internet sites

Occupational Health and Safety Act

http://www.austlii.edu.au/au/legis/wa/consol_act/osaha1984273/

Occupational Health and Safety Regualtions

http://www.austlii.edu.au/au/legis/wa/consol_reg/osahr1996382/

Safetyline by Worksafe WA

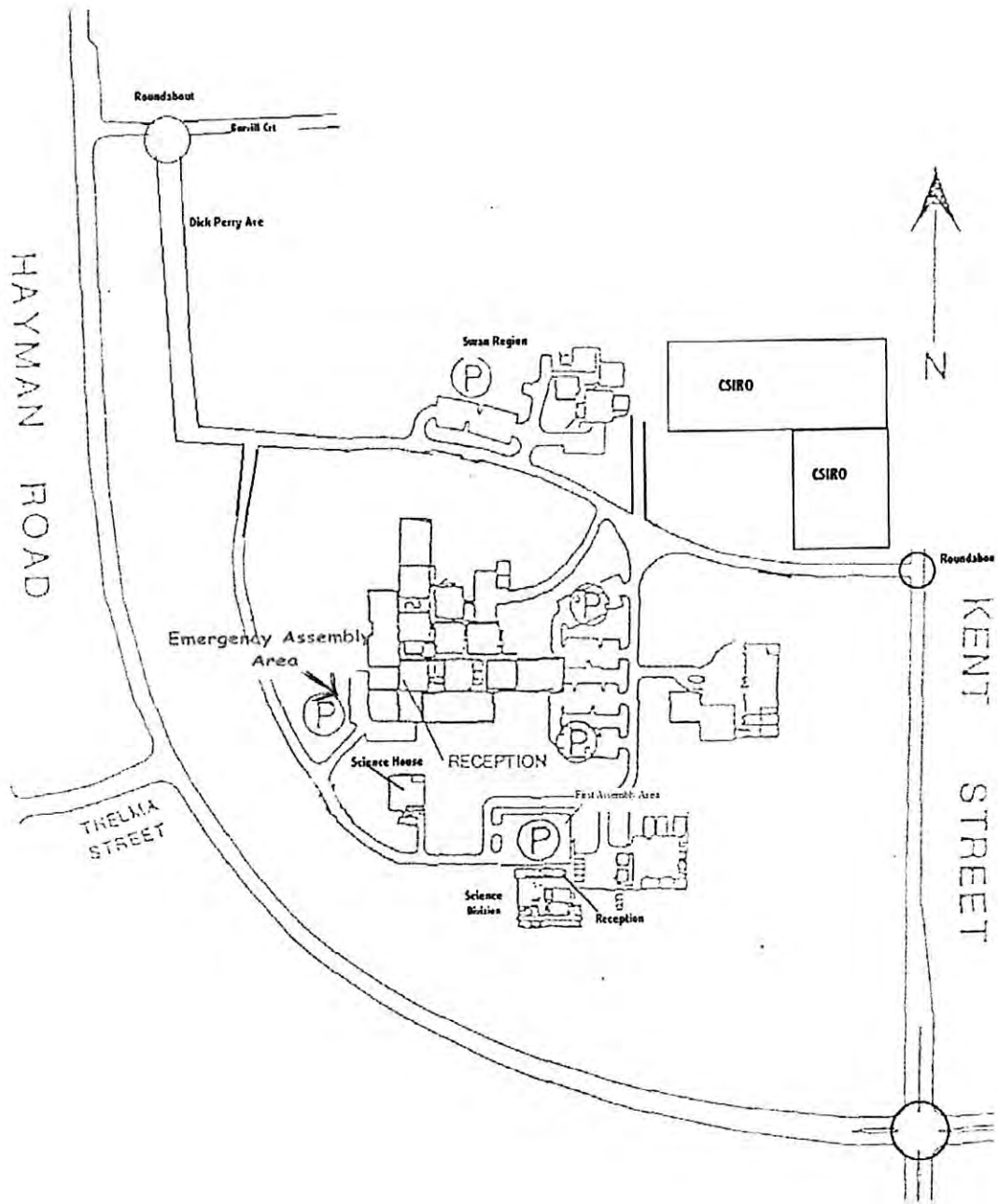
<http://www.safetyline.wa.gov.au/default.htm>

EVACUATION PROCEDURES

1. If alarm is not automatically triggered then press fire alarm emergency button
2. Inform Safety Warden of the nature and location of Emergency.
3. When alarm is activated, Area Fire Wardens are to evacuate all personnel and visitors to the assembly area, which is the car park and lawn area outside the main Kensington reception
4. Alarm automatically notifies emergency services
5. Registered First Aid Officers should check to see if their assistance is required.
6. Staff are not to return to emergency area until cleared by a warden.

Area Safety Wardens

Area 1	Directorate and Admin	Michelle Vellios and Glenda Lindsey
Area 2	Library	Bronwyn Mathiesen and Michelle Vellios
Area 3	Lab wing	Shelley McArthur and Lin Wong
Area 4 and 5	East Transportable and rear offices	Dan Huxtable and Kylie Connell
Area 6 and 7	VHS Lab and Entomology	Janet Webster/ Juanita Ciampini Tom Burbidge
Area 8	West Transportable	Lynley Stone and Colin Yates



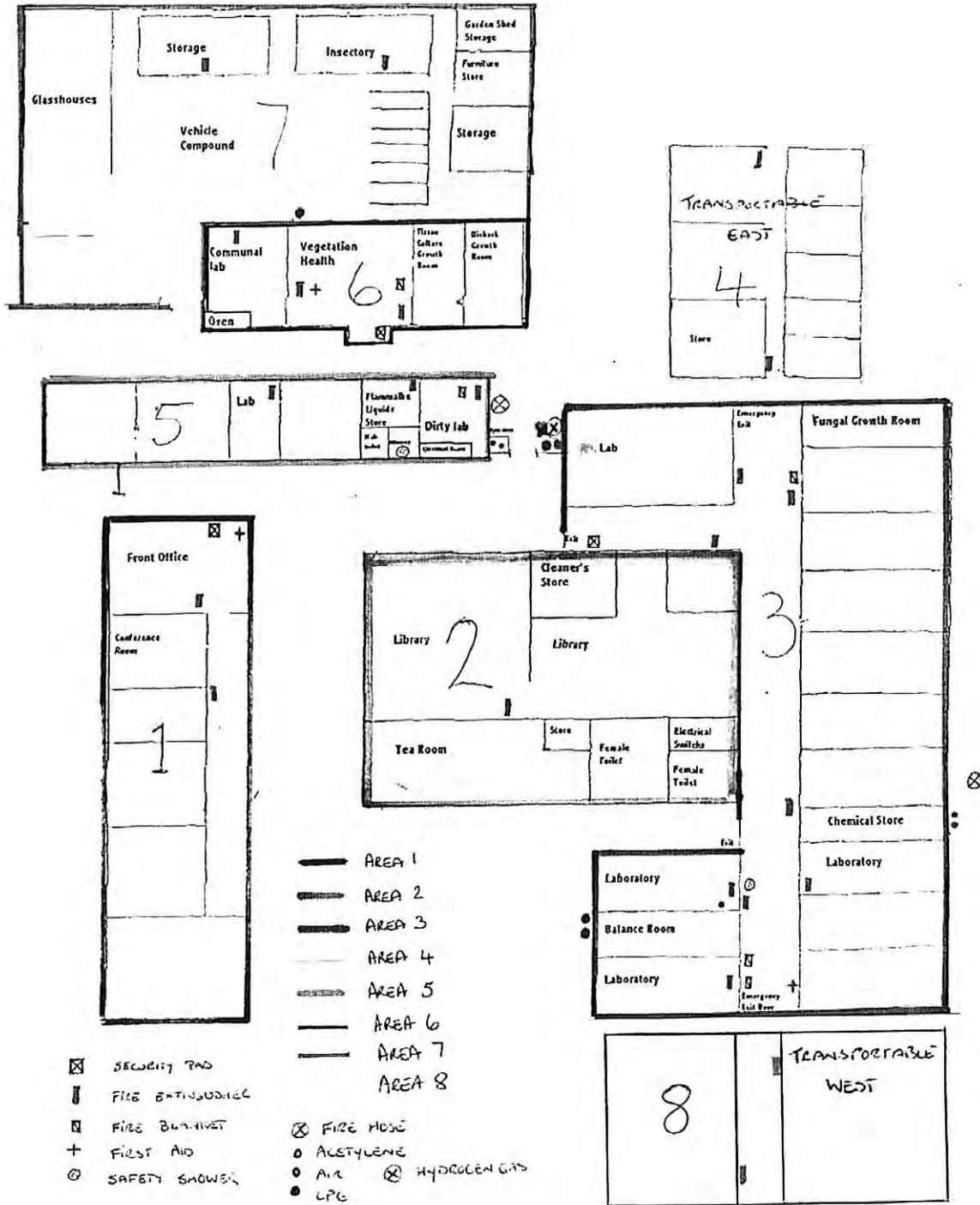
There are a number of general rules that apply to safe conduct in a laboratory

1. Be aware of potential hazards in the laboratory and report them immediately to management.
2. Protective clothing and closed shoes or boots to be worn in the laboratory when handling or using hazardous chemicals. Closed footwear should be worn when in the workshop or working at the compound. Safety footwear must be worn if there is a risk of injury eg. loading / unloading heavy items.
3. Make sure any hazardous substances you are handling has a material safety data sheet (MSDS) and you are aware of first aid procedures.
4. It is not always practical to have someone in the lab with you at all times, but when working with hazardous substances let someone know what your purpose is.
5. Do not eat or drink in a laboratory if you are preparing or using chemicals.
6. Do not keep food in a refrigerator where chemicals are stored.
7. Exercise care when opening or closing doors in a laboratory, don't rush about the lab or corridors.
8. Use safety carriers if transporting glass or plastic containers of 2 litres or more.
9. Do not permit more than 50 litres of alcohol to be kept in a laboratory at any given time.
10. Waste alcohol should not be kept in containers for long periods of time.
11. All laboratory equipment and supplies will be clearly labelled. Keep chemicals in their original containers where possible. Equipment should be regularly maintained and inspected for correct operation in accordance with the operators instructions
12. Toxic chemicals should be stored correctly in the laboratory.
13. The annual safety laboratory checklist will list all chemicals kept in your laboratory. If you purchase new chemicals they must be registered with the safety coordinator and a MSDS sheet must accompany the purchase.
14. Keep all fire exits clear and know where fire extinguishers are located around the buildings.
15. Take note of where your nearest first aid box is. Report any accidents to your safety coordinator.
16. Keep a list of emergency numbers prominently displayed in your laboratory at all times.
17. Clean up spills. Report spills that may be hazardous to staff to the Safety Coordinator.

PROCEDURES FOR OCCUPATIONAL HEALTH AND SAFETY INCIDENTS

<p>Incident Occurs</p> <p>Re-occurrence of injury</p>	<p>1.First Aid Treatment</p> <p>2.Medical Assessment</p> <p>3.Inform Risk Management</p> <p>4. Incident Investigation</p> <p>Same procedure as set out above</p>	<p>Seek out a qualified first aider</p> <p>Fill out first Aid slip and report to Health and Safety co-ordinator. (first aid slips in Front Office)</p> <p>Visit treating medical practitioner (See below)</p> <p>Notification of incident form (can be found on the Webportal)</p> <p>Health and Safety co-ordinator and Manager to complete investigation using online incident investigation form</p> <p>Riskcover Form 3A</p>
<p>If Medical Treatment is Sought</p>	<p>First Medical Certificate</p> <p>Workers Compensation Claim</p> <p><i>Note: Claim must be forward to the insurer via Risk Management within 3 working days of receiving the first medical certificate</i></p>	<p>Injured worker to request a first Medical from treating Doctor and provide to Manager</p> <p>Complete Risk Cover forms. Available from your Health and Safety Co-ordinator.</p>
<p>If certified unfit for work (LTI)</p>	<p>Manager to contact injured worker and establish contact with Doctor.</p>	<p>Discus medical constraints and alternative duties with doctor and injured party</p>

Como Research Centre



WHAT TO DO WHEN FIRE STARTS

1. Assist persons in immediate danger.
2. Raise the alarm. Contact the Fire Brigade **DIAL 000**
3. Assess the fire situation. If safe to do so, attempt to extinguish the fire using the correct extinguisher - Refer below.
4. Electrically based fires - switch off power or disconnect battery where possible.
5. When attacking the fire, do not place your life in jeopardy - if unable to extinguish the fire, attempt to confine the fire by closing doors and windows, then leave the building immediately.



WHICH PORTABLE EXTINGUISHER TO USE

CHUBB FIRE TRAINING AND EDUCATION UNIT	WATER	FOAM	CARBON DIOXIDE	DRY CHEMICAL POWDER	DRY CHEMICAL POWDER	WET CHEMICAL
						
CLASS OF FIRE						
 CLASS A Paper, Wood, Textile and Fabric	✓	✓	 IF CONFINED	✗	✓	✓
 CLASS B Flammable Liquids	✗	✓	✓	✓	✓	✗
 CLASS C Flammable Gases	✗	✗	✗	✓	✓	✗
 (E) Electrical Hazards	✗	✗	✓	✓	✓	✗
 Vehicle Protection UPHOLSTERY ONLY	✓	✓	✓	✓	✓	✗
 Fat Fires	✗	 NOT IDEAL	 NOT IDEAL	✓	✗	✓

SPECIAL APPLICATIONS	CLASS D (METAL)	
	PYROMET L2 for LITHIUM	PYROMET PDMC for other metal fires

Chubb Fire Head Office A Division of Chubb Australia Limited A.C.N. 000 298 122	AOELAIDE 1 Conay Street Export Park Adelaide Airport, S.A. 5000 Tel: (08) 234 3555 Fax: (08) 234 3572	BUNDBERG 24 Princess Street, Bundaberg, Qld. 4670 Tel: (071) 52 3555 Fax: (071) 53 1400	KALGOORLIE 67 Dwyer Street, Boulder, W.A. 6432 Tel: (080) 93 3666 Fax: (090) 93 3656	MACKAY 44 Enterprise Street Paget, Qld. 4740 Tel: (079) 52 5700 Fax: (079) 52 5211	MOUNT GAMBIER 55 Fene's Street, Mount Gambier, S.A. 5200 Tel: (087) 35 6954	PERTH 116 Adelaide Road Kewdale, W.A. 6105 Tel: (09) 353 3455 Fax: (09) 353 3059	SYDNEY 149-152 Milton Street, Ashted, N.S.W. 2131 Tel: (02) 9590 4222 Fax: (02) 9590 4410
314 Bourke Road (Opp. Redwood Drive) Dingley, Victoria Australia 3172 Tel: (03) 9264 9700 Fax: (03) 9224 9751	BRISBANE 41-53 Petrax Street Seaspray, Qld. 4107 Tel: (07) 3874 6663 Fax: (07) 3874 9555	CANBERRA 178 Gasstone Street, Fyshwick, A.C.T. 2509 Tel: (06) 265 5557 Fax: (06) 269 3979	LAUNCESTON 275 Wellington Street, Launceston, Tasmania, 7249 Tel: (075) 44 7465 Fax: (036) 44 1331	MELBOURNE 314 Boundary Road, Dingley, Vic. 3172 Tel: (03) 9264 9700 Fax: (03) 9264 9752	NEWCASTLE 49 Broadmeadow Road, Broadmeadow, N.S.W. 2282 Tel: (049) 62 2244 Fax: (049) 62 2271	ROCKHAMPTON 9 Price Avenue, Nth Rockhampton, Qld. 4701 Tel: (079) 352 6233 Fax: (079) 352 265	TOWNSVILLE 312 Hugh Ryan Drive, Garron, Qld. 4814 Tel: (077) 25 2531 Fax: (077) 25 4119