



THE UNIVERSITY OF  
WESTERN AUSTRALIA

**School of  
Sport Science, Exercise & Health**

**LABORATORY SAFETY MANUAL**

**EXERCISE PHYSIOLOGY**

VERSION 3 – January 2015

## CONTENTS

<b>General Safety Information</b>	<b>Page</b>
1. General Policy Statement on Safety and Health Management	3
2. The School's Health and Safety Organisation	3
3. The School's Health and Safety Management Structure	4
4. Domestic Safety Arrangements	4
5. General Safety and Health Procedures	5
- Reporting and Investigating Safety and Health Issues	5
- Consultation for Safety and Health	5
- Safety and Health Training	5
- Fire and Emergency Procedures	6
- Manual Handling	6
- Safety in the Use of Computer Workstations	7
- Working Alone	7
- Action in the Event of an Incident – First Aid Procedures	8
<b>General Laboratory Safety Information</b>	
6. General Safety in Laboratories	9
- Laboratory Housekeeping	10
- Cleanliness and Tidiness	10
- Breakages and Malfunctions	10
- Computers	10
- Emergency Procedures	10
- Safety Considerations	11
- Security	11
7. Laboratory-specific Safety Issues	11
- Laboratory Booking Procedures	11
- Laboratory Supplies	11
- Specific Requirements for Research Students	11
- Personal Protective Equipment	12
- Laboratory Safe Working Practices (SWPs)	12
- Cleaning & Sterilising Equipment – Standard Operating Procedures (SOPs)	12
- Waste Disposal – Standard Operating Procedures (SOPs)	13
- Liquid Nitrogen – Standard Operating Procedures (SOPs)	13
- Poisons – Standard Operating Procedures (SOPs)	14
- Hazards – Standard Operating Procedures (SOPs)	14

## 1. GENERAL POLICY STATEMENT ON SAFETY AND HEALTH MANAGEMENT

This School full endorses the UWA OSH policy. This handbook supplements the main UWA policy (UWA Occupational Health and Safety Policy [www.safety.uwa.edu.au/policies](http://www.safety.uwa.edu.au/policies)) to provide and maintain safe and healthy working conditions, equipment and systems of work for its entire staff, students, contractors and visitors. To this end, information, instruction, training and supervision is provided as necessary. Responsibility is also accepted for the safety and health of other people who may be affected by the School's activities, as far as is reasonably practicable. The evidence of accidents within the School is low due to the high quality of ongoing supervision and training of students and staff.

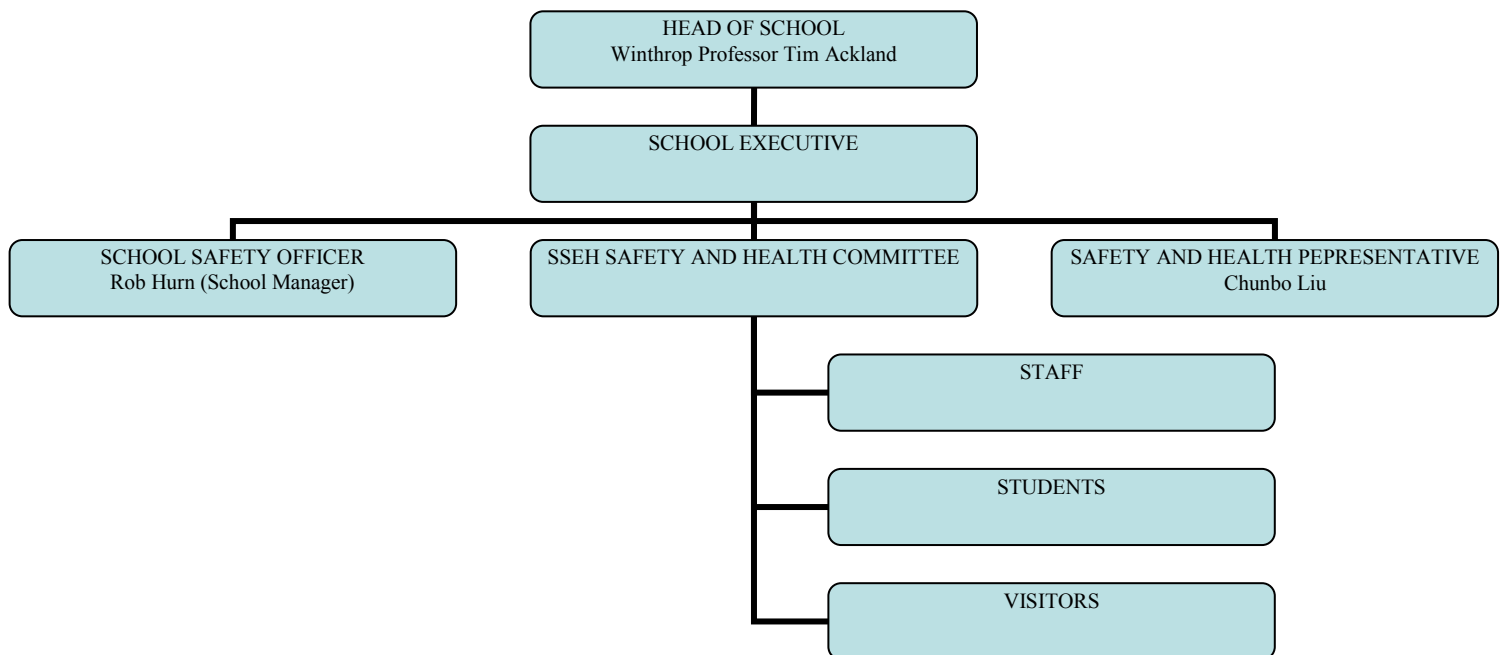
This laboratory induction document is to be read in conjunction with the School's Safety and Health Manual and is to accompany a formal induction process.

***Research students and staff must have completed an induction prior to independent use of the School's laboratories.***

This manual will be kept up-to-date to take account of changes in the Laboratory's activities.

## 2. THE SCHOOL'S HEALTH AND SAFETY ORGANISATION

- Ultimate responsibility for safety and health in the School lies with the Head of School.
- Processes for identifying and controlling risk are effectively achieved with the participation of all staff at all levels.
- The organisational chart for the safety and health management structure is as follows:



### 3. THE SCHOOL'S HEALTH AND SAFETY MANAGEMENT STRUCTURE

DUTIES	MEMBER	CONTACT
UWA Safety Committee	W/Professor Tim Ackland	6488 2668
School's Safety & Health Committee	A/Professor Tim Ackland (HOS) Professor Paul Fournier Mr Rob Hurn Mr Chunbo Liu PG student representative (Denny Wells)	6488 2668 6488 1356 6488 1865 6488 3945 6488 1385
First Aid Officers	Ms Bonnie Fuzzier Mr Nat Benjanuvatra Mr Steve Franklin	6488 3333 6488 2437 6488 2266
Fire Wardens	Mr Rob Hurn (Chief) Mr Steve Franklin/Taku Korogi Mrs Inga Carr Technician Mr Chunbo Liu Mr Tony Roby Mrs Georgia Wachmer Ms Giovanna Biagioni Mrs Karen Mau	6488 1865 6488 2266 6488 2360 6488 7313 6488 3945 6488 2371 6488 2361 6488 3510 6488 3510

### 4. DOMESTIC SAFETY ARRANGEMENTS

For any activity/area in which staff have responsibility for the safety and health of others, they should familiarise themselves, and those within their care, with the basic domestic safety arrangements, such as:

- Location of First Aid Boxes
  - 2 x Pool Area (fixed)
  - 2 x Technical Area (1 portable and 1 fixed)
  - 1 x Unigym (portable)
  - 1 x Rehabilitation Clinic (fixed)
- Defibrillator in pool attendants' office – G09
- Defibrillator in entrance between Physiology (1104) and Biochemistry (1105) labs
- Defibrillator in storage room at Water Polo pool (G113)
- Defibrillator ground floor foyer (Exercise Science North building)
- All pool supervisors have valid and current Senior First Aid Certificates
- Wheelchair available in the Rehabilitation Clinic (G100)

## 5. GENERAL SAFETY AND HEALTH PROCEDURES

### 5.1 Reporting and Investigating Safety and Health Issues

Any person within the School noticing a safety or health issue that they are unable to rectify themselves should immediately inform their Academic Supervisor and the School Manager. You may be asked to complete an Incident/Injury report form which may be downloaded from the UWA Safety and Health Office (SHO) web site on [www.safety.uwa.edu.au/forms/incident](http://www.safety.uwa.edu.au/forms/incident).

### 5.2 Consultation for Safety and Health

All members of the School are encouraged to raise concerns about safety and health with the School's Safety Officer.

Formal consultation regarding safety and health issues takes place through the School's staff meeting format. Should an issue involving health and safety be placed on the staff meeting agenda for discussion not be resolved at the meeting, it is then referred to the Safety and Health Committee for further action.

#### Membership of the School's Safety and Health Committee

ROLE	CONTACT
A/Professor Tim Ackland (chair)	6488 2668
Professor Paul Fournier***	6488 1356
Mr Rob Hurn (School Manager/Safety Officer)	6488 1865
Mr Chunbo Liu (Safety & Health Rep)	6488 3945
PG student representative	6488 1385

\*\*\* Radiation Safety Officer

### 5.3 Safety and Health Training

The School Manager/School Secretary ensures that all new staff and visiting academics are inducted as soon as practicable, by using the UWA Safety and Health Office checklist [www.safety.uwa.edu.au/policies/./policies/induction](http://www.safety.uwa.edu.au/policies/./policies/induction). All records of staff/visitors inductions are maintained by the School Manager (delegated responsibility to the School Secretary).

The School Manager ensures that all new postgraduate students are given the same information as new staff but are also made aware of the student guide to safety and health. All records of graduate student induction are maintained by the School Manager (delegated responsibility to the School Secretary).

[www.safety.uwa.edu.au/policies/./policies/student\\_guide\\_to\\_safety\\_and\\_health](http://www.safety.uwa.edu.au/policies/./policies/student_guide_to_safety_and_health)

Members of the School will not be expected to undertake any procedure for which they have not been adequately trained. The need for specialist training will be identified by the School Manager (or delegate) as part of the safety and health induction process or by the student's Academic supervisor and all requests for such training are directed to either the Head of School or the UWA Safety and Health Office. Records will be kept of training sessions by the School Manager (or delegate).

#### 5.4 Fire and Emergency Procedures

The UWA Emergency Procedures are outlined at the following site:  
[www.safety.uwa.edu.au/policies/emergency\\_fire\\_and\\_evacuation](http://www.safety.uwa.edu.au/policies/emergency_fire_and_evacuation))

If the fire warning alarm sounds, leave your area and proceed to the centre of the Sport Science oval.

1. Do not risk your own life.
2. If required and once instructed, evacuate the building calmly.
3. Close all windows
4. Turn off all electrical equipment (i.e. computers, fans, etc.)
5. Close the door behind you and proceed to the Sport Science Oval.
6. Warn others on the way out.
7. Move at a quick walk: **Do not run**.
8. Do not use the Lift.
9. If a person is trapped, immediately inform a Fire Warden or Emergency Response Officer (Security) on **2222**.
10. People who panic: take their hand and lead them out. If they refuse to go any further, leave them and report their location to Fire Warden.
11. People with a disability. In an evacuation, offer assistance, ask the person to tell you how you can best help them. This may involve lifting, carrying and escorting them from the building and may mean their wheelchair or walking aid needs to be left behind.
12. Move to the centre of the Sport Science oval and wait for further instructions.
13. **Do not** congregate in car park areas or around buildings.
14. **Do not return** to the building until cleared by Fire Brigade or Fire Wardens.

#### 5.5 Manual Handling

Please refer to the Safety and Health policy web site:  
[http://www.safety.uwa.edu.au/policies/manual\\_handling](http://www.safety.uwa.edu.au/policies/manual_handling)

Manual handling is one of the most common and costly of workplace injuries. Manual handling involves the use of human effort to lift, push, pull, carry, hold or restrain any object or animal. It does not just relate to the lifting of heavy objects.

UWA has a policy on manual handling which requires areas to undertake risk assessment of all manual handling hazards and implement strategies to reduce the level of risk. This includes, but is not limited to, the provision of training and ongoing supervision of staff and students involved in manual handling activities.

Worksafe's code of practice can be downloaded at  
[http://www.commerce.wa.gov.au/WorkSafe/PDF/Codes\\_of\\_Practice/Code\\_manual\\_handling.pdf](http://www.commerce.wa.gov.au/WorkSafe/PDF/Codes_of_Practice/Code_manual_handling.pdf)

- No one should undertake any manual handling task that they feel that they are unable to manage; if in doubt, do not do the task and seek assistance. A safety first attitude should be adopted.

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- Be aware of the risk factors – the safety of the general environment (eg. is it cluttered, is lighting adequate, are there any slip or trip hazards); the characteristics of the load (eg. heavy, awkward, difficult to grasp); and be mindful of your own ability (eg. fatigue, unwell, lacking in coordination).
- Where possible, use assistive equipment such as trolleys and lifting devices. Technical staff at the Workshop should be contacted for assistance and location of safety equipment.
- Always use correct manual handling technique – keep the spine neutral, bend with the knees using semi squat and avoid twisting, flexing forward with the spine, or sideways leaning of the spine.

Assistance with manual handling risk assessment and training in manual handling technique is provided by the UWA Safety and Health Office (phone 2784). Staff are encouraged to phone if they have concerns.

Relying on training of staff is not as effective in reducing manual handling injuries as proper workplace design and provision of equipment – please keep this in mind!

## 5.6 Safety in the Use of Computer Workstations

Please refer to the Safety and Health web site:

[http://www.safety.uwa.edu.au/policies/computer\\_workstation\\_ergonomics](http://www.safety.uwa.edu.au/policies/computer_workstation_ergonomics) and note that the same principles for adopting correct posture at the computer applies to laptop as well as desktop computers and monitors. Be aware that if you are working from home, you should also apply the same principles.

Most people seem to have difficulty checking whether they have correct posture when set up at a computer, even after reading a pamphlet! If you need assistance or if at any time you start to develop symptoms, please contact the Occupational Therapist in the UWA Safety and Health Office. Since there are many computer “ergonomic” accessories on the market, the UWA Safety and Health Office provides free trial of equipment. It is a myth to think that using all things that are available will prevent problems and likewise, what works for one person may not suit another. A professional opinion may be warranted if you are having any difficulty with comfort at the computer.

## 5.7 Working Alone

If you intend working in the laboratory beyond 9pm, please email the Security Office to notify them of your presence: [security@uwa.edu.au](mailto:security@uwa.edu.au)

Also, please refer to the UWA Safety and Health web site:

<http://www.safety.uwa.edu.au/policies/./policies/isolation>

School of SSEH – Laboratory Safety Manual (Exercise Physiol)	Published on: January 2015	Version 3
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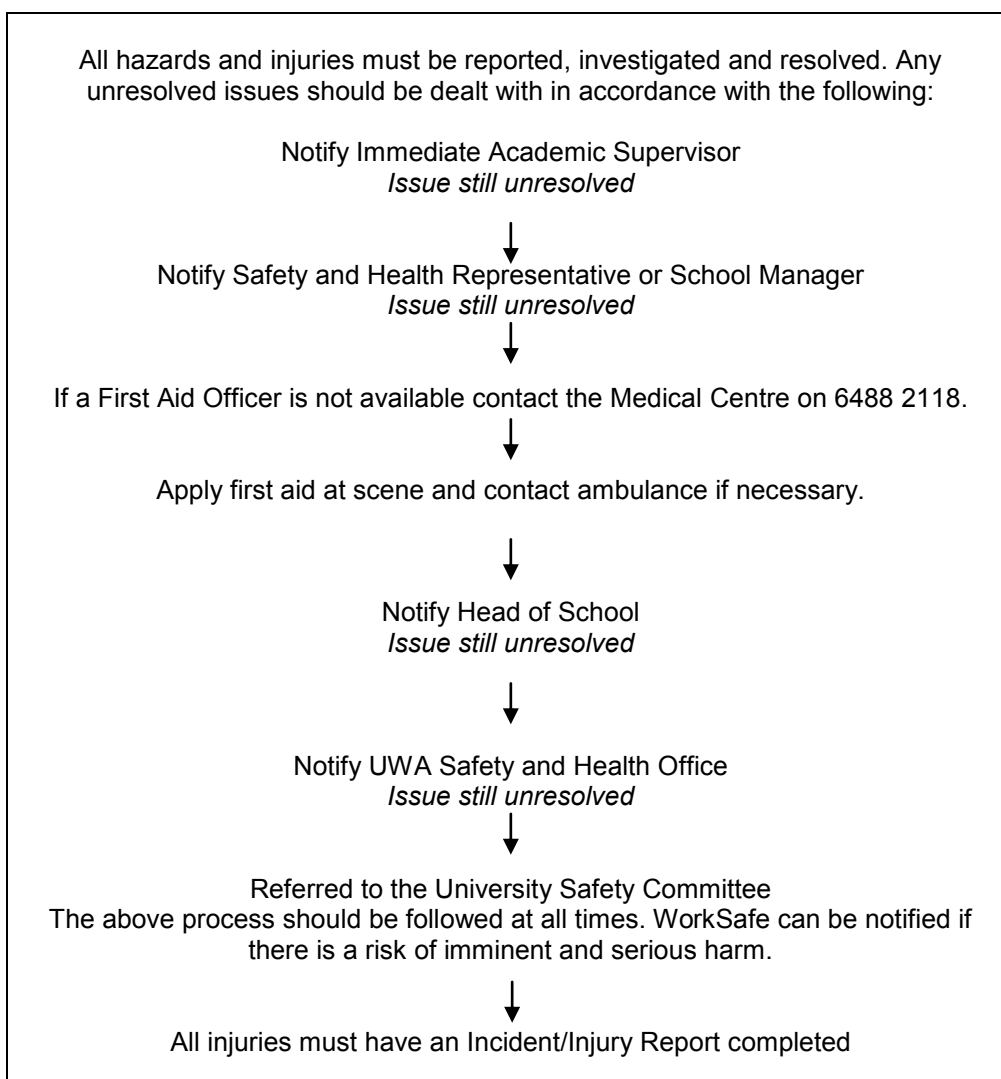
## 5.8 Action in the Event of an Incident – First Aid Procedures

- The UWA First Aid Procedure Flowchart is outlined at the following site:  
[http://www.safety.uwa.edu.au/policies/first\\_aid\\_procedure\\_flowchart](http://www.safety.uwa.edu.au/policies/first_aid_procedure_flowchart)

In the event of an injury or sudden illness the nearest First Aid Officer needs to be contacted who will be able to assess the situation and provide first aid treatment. If a First Aid Officer is not available then the person should be brought to the Medical Centre if possible, or the Centre should be contacted on 6488 2118, or an ambulance called through the emergency number (2222) for severe illness or injury.

If an incident or injury occurs at the University or during normal University activities, it must be reported to your School Manager **on 64881865**. If the incident occurs elsewhere, you should report it to the responsible person: Warden of a College, Manager of UWA Sports or Manager at the Sport Centre as appropriate. Alert UWA Security (2222) if outside normal University hours, but inform the appropriate person as soon as possible.

### FIRST AID AND INCIDENT PROCEDURES NOTICE





## 6.0 GENERAL SAFETY IN LABORATORIES

It is the duty of Academic Supervisor staff members and Technical staff to familiarise themselves with the Safety and Health legislation and Codes of Practice which are relevant to the work being undertaken in their area of responsibility and to ensure that other members of staff and students comply with these requirements.

Laboratories can be places of danger, as a lack of experience and knowledge may contribute to a safety and health incident. We can never totally eliminate the risks of an injury, however you can reduce the risks by abiding by these safety and health rules:

1. Ensure that you follow all instructions that your Supervisor gives you.
2. Wear the correct clothing such as covered shoes and laboratory coats. Laboratory coats can easily be forgotten and thought of as waste of time, however, they provide valuable protection against such things as spills.
3. Use appropriate personal protective equipment such as safety glasses, hearing and respiratory protection when needed. Remember to always wear your laboratory coat and other protective equipment.
4. Eating, chewing, drinking, smoking, taking medication, or applying cosmetics is forbidden in laboratories, as is mouth pipetting.
5. Never undertake potentially hazardous activities whilst working alone.
6. Familiarise yourself with the emergency preparedness procedures. Know the location of the nearest emergency shower, eyewash station, first aid kit, fire fighting equipment and emergency exits.
7. If a chemical spill occurs and you are unsure of how to deal with it, STOP and immediately contact your Academic Supervisor or the Laboratory Supervisor. The School Manager should also be contacted in due course. You should however always know how to clean up the chemicals you are working with prior to beginning your task.
8. **Never undertake repairs of electrical equipment.** Unauthorised modification to electrical equipment is not allowed; only qualified staff/contractors are permitted to carry out electrical work.
9. Ensure you know how to operate equipment and machinery safely before beginning you task.
10. When planning a new experiment always consider the hazards that might occur and take the necessary precautions to eliminate or reduce these hazards.
11. Always report all known or observable hazards, incident and injuries to your Academic Supervisor and complete and submit the necessary report forms (to the School Manager).
12. Be aware of posture ergonomics. Maintaining prolonged postures without regular breaks or changes are to be avoided.

Please refer to the UWA Safety & Health web site for emergency procedures:

[http://www.safety.uwa.edu.au/policies/laboratory\\_emergency\\_response](http://www.safety.uwa.edu.au/policies/laboratory_emergency_response)

School of SSEH – Laboratory Safety Manual (Exercise Physiol)	Published on: January 2015	Version 3
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## 6.1 Laboratory Housekeeping

- Good housekeeping in the laboratory can reduce the risk of injury. Keep corridors and doorways clear.
- Store chemicals in an appropriate cabinets or storeroom areas to ensure proper segregation.
- Always use the sharp disposal containers provided.
- Clean up all spills immediately.
- Keep laboratory free from clutter, clean-up work surfaces.
- Store gas bottles in the correct manner.

## 6.2 Cleanliness and tidiness

- Leave equipment and workspace as found. When you leave, the laboratory should be cleaner and tidier than you found it.
- Clean and sterilise surfaces and equipment after use. Be sure to come back and put the clean equipment away (eg. do not leave mouthpieces and hoses in the sterilizing solution for more than 60 minutes).
- Clean the equipment and also the floor around the equipment you used (blood, sweat etc).

## 6.3 Breakages/Malfunctions

- Everyone **must report** all breakages and malfunctions. In the first instance, inform your Academic Supervisor and then the Technical staff and also place a sign on the equipment to let other lab users know there is a problem. Sign and date this notice.
- Be sure to record the performance of the major pieces of equipment in their respective logs to make it easier for the monitoring of consumables as well as the actual machinery.

## 6.4 Computers

- Do not install any software on a computer in the lab without informing the Laboratory Supervisor.
- Do not use the computers in the lab as storage space. Take the files you need to your own computer. Don't leave files on lab computers without filing them in a folder with your name. Occasionally the hard drives will be cleaned and files with no clear purpose will be deleted.

## 6.5 Emergency Procedures

Lab users should be familiar with the locations of safety and emergency equipment such as fire extinguishers, fire alarms, first-aid kits, emergency telephones, exits and the School Evacuation Plan.

- The School Manager should be contacted (ext 1865) in the event of an accident.
- The UWA Emergency (ext 2222) is shown on the handset.
- A first aid kits are located in the technical area, Pool Office, Rehabilitation Clinic, Weights Gym and Water Polo store room.
- Defibrillators are located in the Pool Office (G09) and entrance between Physiology Lab. (1104) and Biochemistry Lab. (1105).
- Showers for rapid washing in the event of a chemical spill on skin are located in the Exercise Biochemistry lab and also downstairs in the technical storage area.

School of SSEH – Laboratory Safety Manual (Exercise Physiol)	Published on: January 2015	Version 3
Author: R. Hum	Review Date: January 2017	

## 6.6 Safety Considerations

- Loose clothing and long hair must be kept away from moving equipment.
- Closed shoes must be worn when working in the lab.
- Always wear protective gloves when handling chemicals or biological samples and/or waste. Safety glasses are also recommended.
- DON'T risk needle stick injury by attempting to re-sheath needles. Find out more information on needle and syringe disposal/needle stick injuries.

## 6.7 Security

- Do **not remove anything** from the lab without permission from the Lab Supervisor.
- Always lock the laboratory door when unoccupied. Things can disappear very quickly.
- Keep your valuables safe while working in the lab.
- DON'T leave polar heart rate monitors and stopwatches in the lab.

## 7.0 LABORATORY-SPECIFIC SAFETY ISSUES

### 7.1 Laboratory Booking Procedures

- Bookings for the Physiology Lab are made by emailing [admin-SSEH@uwa.edu.au](mailto:admin-SSEH@uwa.edu.au) or by contacting the Front Counter Admin staff (ext 2361). For all booking requests please be specific about:
  - The space you require (i.e. main lab or climate chamber)
  - The equipment you require (i.e. red or white metabolic cart, front access bike #4 etc)
  - The start and end time for equipment usage (don't forget to include time for set-up, calibration and clean-up in your booking)
- The Lab bookings work on a 'first come, first served' basis, however if there is already a booking at a time when you also wish to use the Lab, speak directly to that person to see if an arrangement can be made to share the Lab (it may or may not be possible).
- Cancel bookings as early as possible if your circumstances change to allow others to use the Lab at that time.

### 7.2 Laboratory Supplies

- Please see the technical staff to restock general consumable items (tissues, gloves, paper towels, alcohol swabs etc.). This should be done BEFORE these items run out.

### 7.3 Specific Requirements for Research Students

- As part of your research proposal, you will need to check the appropriate boxes on the Laboratory Usage form (a required attachment to your proposal document) to (a) confirm that you have completed your laboratory induction, and (b) have performed a risk assessment in regard to your proposed methodology.

School of SSEH – Laboratory Safety Manual (Exercise Physiol)	Published on: January 2015	Version 3
Author: R. Hum	Review Date: January 2017	

#### 7.4 Personal Protective Equipment

- Closed shoes must be worn when working in the lab.
- Always wear protective gloves when handling biological samples and/or waste. Safety glasses are also recommended.
- Tie back loose clothing and long hair.

#### 7.5 Laboratory Safe Working Practices

- All research students must complete a Laboratory Induction prior to using the Exercise Physiology Laboratory
- Only use equipment that you have been trained to use.
- Use appropriate personal protective equipment.
- Handle and dispose of biological samples/waste appropriately.
- All accidents and incidents must be reported to the School Manager who will notify the UWA Safety and Health Office.

#### 7.6 Cleaning and Sterilising Equipment – Standard Operating Procedures

- **Polar heart rate monitors**
  - Wash the elastic strap in warm soapy water and hang to dry.
  - DO NOT immerse the transmitter belts in water. Rinse under hot water, wipe down with paper towels and leave to dry. The receivers (wristwatch) should be wiped down with paper towels.
- **Breathing Valves / Mouthpieces / Hosing / Nose clips**
  - All breathing valves, nose clips, hosing and mouth pieces should be separated, rinsed thoroughly in hot water and placed into Milton solution for 1 hour (maximum).
  - It is very important you return and take items out of the sterilising solution within 1 hour. If you enter the lab and suspect that these items have been left in solution for more than 1 hour, PLEASE REMOVE THEM IMMEDIATELY.
- **Sweat**
  - Sweat on equipment and floor is to be wiped away with disinfectant and paper towels at the end of every testing session.
- **Blood Spills**
  - All personnel involved in handling blood are required to wear latex gloves. All blood spills should be wiped away with alcohol.
  - Any items involved in blood/body fluid sampling are to be deposited in biological waste containers (see Waste disposal 7.6).
  - All sharps are to be deposited in sharps containers (see Waste disposal 7.6).
- **Muscle Biopsy Needles and Syringes**
  - As soon as possible after the muscle sample is removed from the needle, all parts of the needle should be separated and washed with running water to remove all blood and tissue.
  - After washing, reassemble the needle and place it back into its plastic cover.

School of SSEH – Laboratory Safety Manual (Exercise Physiol)	Published on: January 2015	Version 3
Author: R. Hum	Review Date: January 2017	

- Sterilisation of the needles is performed at Sir Charles Gairdner Hospital. Count the number of needles delivered and check that this number is returned. When dropping off at the Hospital make sure the bag containing the needles is clearly labelled with "SSEH, UWA".
  - The 50 ml syringes used for suction can be re-used providing they are not soiled with blood or tissue, otherwise, dispose of correctly (see Waste disposal 7.6).
- **Rectal Temperature Probes**
    - After use, discard any plastic covers and/or tape/gauze used to secure the probe, wash off under running water, then place in Milton solution for 1 hour. DON'T mix these probes with other items, such as mouthpieces, breathing valves.
  - **Skin Temperature Probes**
    - Wipe dry with paper towels to remove sweat.
    - If necessary, wipe with alcohol to remove tape adhesive.
    - Plastic holders (if used) should be wiped dry with paper towels.

## 7.7 Waste Disposal – Standard Operating Procedures

- **Sharps**
  - All sharps (needles, lancets, scalpels etc) must be deposited into sharps containers immediately after use. No other waste should be placed in these containers.
  - When full, the sharps container is to be placed into the large Medi-Collect bin for removal from the Lab. Notify the Technical staff (Workshop) when this bin is almost full – he will organise for the waste to be collected.
- **Biological (Soiled) Waste**
  - All (non-sharp) items that have blood, tissue, saliva or sweat on or in them are to be placed into plastic bags marked for "Biological Waste". This includes vacutainers, soiled tissues and swabs, used alcohol wipes, syringes etc. Unsoiled paper waste, such as tissue boxes, alcohol swab covers must not be placed in these bags.
  - When full (or finished for the day) a biological waste bag should be clearly labelled with the appropriate sticker, firmly sealed and placed in the large Medi-Collect bin for removal from the Lab. Notify the Technical staff (Workshop) when this bin is almost full – he will organise for the waste to be collected.
- **Paper and General (Unsoiled) Waste**
  - Other than sharps or soiled waste, all other paper and general waste that is unsoiled, must be placed into a general waste bin. DON'T mix this type of rubbish with biological waste.
  - General waste bins will be emptied by the cleaners.

## 7.8 Liquid Nitrogen – Standard Operating Procedures

- Liquid N<sub>2</sub> is obtained from the School of Physics, but can only be collected by walking there with one of our canisters and a trolley (see Technical staff - Workshop). You can no longer drive there to pick it up as we are not permitted to transport liquid N<sub>2</sub> in a vehicle unless it is specifically designed for this purpose.

School of SSEH – Laboratory Safety Manual (Exercise Physiol)	Published on: January 2015	Version 3
Author: R. Hum	Review Date: January 2017	

- Use thick protective gloves when handling liquid N<sub>2</sub> to prevent burns.

### 7.9 Poisons – Standard Operating Procedures

- By Government regulation, products such as local anaesthetics (Xylocaine and Emla cream) must be stored in a locked cupboard. Prof Paul Fournier holds the Poison's License for the School; therefore he is responsible for maintaining a register of the stored products. He has keys to the cupboard.
- To adhere to Government regulations, the cupboard should be locked again immediately after removing the required products. **DO NOT LEAVE THE CUPBOARD OPEN WHEN WORKING IN THE LAB.**

### 7.10 Hazards – Standard Operating Procedures

- **Chemical Spills**

- If a chemical spillage occurs, STOP and alert the Lab Supervisor and/or your Academic Supervisor immediately. They also have access to emergency kits for cleaning up spillages. Always wear appropriate protective clothing, glasses and gloves to avoid skin contact with spillages. Some situations may also require respiratory protection to be worn.
  1. Avoid breathing vapours from spill.
  2. Alert people in laboratory of spill.
  3. Turn off ignition sources, power supplies and heat sources.
  4. Avoid contact and evacuate the immediate vicinity and well ventilated the area.
  5. Close doors to affected area.

- **Needle Stick Injuries**

- Should a person suffer a needle stick injury, the following procedures should be followed:
  1. Wash the area gently with soap and running tap water as soon as possible.
  2. Apply an antiseptic and a clean dressing.
  3. Obtain prompt medical advice from your doctor, the University's Medical Centre or a Hospital Emergency Department.
  4. Place the needle in a rigid plastic container and take it with you to the doctor.
  5. Complete the University's "[Confidential Incident/Injury Report Form](#)" and contact the School Manager.

- **What to do if you find a discarded needle and syringe?**

- Should you find a needle and syringe discarded in the laboratory or elsewhere on campus the following steps should be followed to minimise the likelihood of a needle stick injury.
  1. Do not be alarmed.
  2. If possible acquire a sharps container. If one is not available a container with a well secured lid, preferably a screw top, will be appropriate. Rigid plastic containers are the best (eg plastic milk, juice

School of SSEH – Laboratory Safety Manual (Exercise Physiol)	Published on: January 2015	Version 3
Author: R. Hum	Review Date: January 2017	

or soft drink bottles). Avoid using glass which may shatter, or aluminium can which may be squashed.

3. Don't touch the sharp point with your fingers or hands.
4. Pick up the used needle and syringe by the blunt end, away from the point.
5. Don't try to put the plastic protective cover back on a needle if it has fallen off.
6. Put the needle and syringe, point first, into the container. More than one can be placed in the container, but do not overfill. Do not carry the needle and syringe unless it is in a suitable container.
7. Make sure the container is tightly sealed.
8. Put the sealed container in a domestic rubbish bin (mobile green sulo bin) or deliver to Student Services Medical Centre at the Guild Village.

If you are uncomfortable in picking up the syringe please contact the Medical Centre on 6488 2118 for advice.

Should you become aware that discarded needles and syringes are becoming a problem within your area please report it to:

School Manager on 64881865  
Student Services Medical Centre on 6488 2118  
Safety and Health Office on 6488 3938  
Security and UniPark on 6488 3020

School of SSEH – Laboratory Safety Manual (Exercise Physiol)	Published on: January 2015	Version 3
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