






Appendix E. Safe Work Procedure Template

| Safe Work Procedure | | | |
|--|---|---|--|
| Title (Name of the task/activity/plant) | Practical 1.1(B) Medical Science Skills II | Date | 01/102020 |
| | | Version | 1 |
| Associated Risk Assessment (RA) Name & Number | RA_ANUMS_008 | Top Residual Risk identified by RA | |
| | | Medium (12) | |
| Hazards identified by the RA | Electrical Hazard, Public Safety, Physical/Environment, Psychosocial | | |
| SWP Authors | Name: | Francisco Sanchez | Ph 02) 6125 1017 |
| | Name: | Dannielle Conway | Ph 02) 6125 4242 |
| | Name: | | Ph |
| | Name: | | Ph |
| | Name: | | Ph |
| Personal Protective Equipment (Choose from Table 1) |  |  |  |
| | Safety Glasses | Face Mask | Gloves |
| |  |  | |
| | Fully enclosed shoes | Laboratory Gown | |
| Hazardous Chemicals (Choose from Table 1 – GHS Pictograms) | N/A | | |
| Identify Energy Source of Plant Equipment, if this SWP involves the use of a Plant/Equipment | N/A | | |



Describe, in detail and in sequence, the steps involved to safely complete the activity/task or operate the plant/equipment

Pre-operational Procedure
1. Setup Laboratory -30 Stations- each station shall consist of Protective benchcote, Contaminated Sharps disposal bin, Microscopes, Slides- histological (pre prepared TCH), Blank paper, Coloured pencils Histological wax cassette samples unstained slides.

Operation – List steps to complete the activity from start to finish
1. Academic to provide pre lab introduction, including background, method and safety information as appropriate. –
https://wattlecourses.anu.edu.au/pluginfile.php/2231450/mod_page/content/30/tissue%20processing.pdf
2. Method refer to steps in ---
https://wattlecourses.anu.edu.au/pluginfile.php/2231450/mod_page/content/30/Introduction%20To%20Medicals%20Skills%20II.pdf &
https://wattlecourses.anu.edu.au/pluginfile.php/2231450/mod_page/content/30/MS%201.1%20introduction%20Medical%20Skills%20II%20Pathology.pdf
A. Microscope use- refer to SOP Microscopes.
3. Return all equipment and resources for storage and follow all waste disposal and completion of work clean up procedures.

Transport method for hazardous substances, biological, animal or radioactive materials or plant equipment

N/A

| Waste Disposal |
|--|
| <ul style="list-style-type: none"> All paper towel and general waste items used for all activities not relating to biological specimens or chemical hazards must be disposed of in the regular waste bins. All contaminated items for disposal are to be placed in the yellow biological waste bins. All disposable PPE must be disposed of in the yellow biological waste bins. All used and soiled laboratory gowns are placed in laundry basket/bag and are to be laundered by a professional linen service. Any Bacterial Agar plates or bacterial suspensions will be sterilised in the autoclave before disposal yellow biological waste bins. All sharps including microscope slides shall be disposed of in contaminated sharps bin. Refer to SDS for appropriate waste disposal of any hazardous chemicals Chemical waste is to be collected in non-reactive container, appropriately labelled and transferred to JCSMR for chemical waste disposal if appropriate. |

| Completion of Work – List steps to make area safe (including clean up, any waste disposal & service/maintenance requirements) |
|---|
| <ul style="list-style-type: none"> All frequently touched surfaces in the laboratory are to be cleaned and disinfected several times per day with viraclean. This includes viraclean bottles touched by students, door handles, door edges, all trolley edges, door access badges, pigeon holes in Ante-room. All Benches and/or surfaces will be cleaned and disinfected following the teaching session a second time by laboratory technical staff. |

| Emergency Procedures – List emergency and spill handling, storage requirements (where relevant), first aid/medical assistance contact details |
|--|
| <ul style="list-style-type: none"> Follow the current Florey Building 54 Emergency Procedure. In the event of an emergency evacuation please follow your Demonstrator, Lead Academic or Technical Professional Staff and exit the building in an orderly fashion. Please ensure social distancing at all times. |

| First Aid Procedures – Include first aid procedures relating to the process, task, plant equipment here |
|--|
| <ul style="list-style-type: none"> In the event that you require first aid, please ask your Demonstrator, Lead Academic or Technical Professional Staff for assistance. There are first aid kits located in the main MS Teaching lab. |

| How to report an incident |
|--|
| <ul style="list-style-type: none"> All incidents relating to this activity/task/plant must be reported to Name: Francisco Sanchez ph:61251017 immediately after occurring once you and others have been removed from the immediate danger. The incident is then required to be reported into Figtree within 48 hours. |

| Who are affected by this SWP? (List names) | Who are consulted on this SWP? (List names of workers or persons consulted on this SWP) |
|--|---|
| All participants in the laboratory session Demonstrators Academics | |



Australian
National
University

Work Health and Safety Management System (WHSMS) Handbook



Approval

Supervisor of the activity must authorise before this SWP can be used as a control. DO NOT AUTHORISE if you are not completely satisfied with the quality of the SWP.

Name: _____ Position: _____

Signature: _____ Date: _____



Table 1. PPE and Chemical Hazards Selection Table

| PPE and Chemical Hazard Logo Selection Table | |
|--|---|
| <p>Select PPE logo from this Table and Add to relevant section on first page of this document</p> | <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center;"> Safety glasses</div> <div style="text-align: center;"> Face Shield</div> <div style="text-align: center;"> Lab Coat or Gowns</div> <div style="text-align: center;"> Gloves</div> <div style="text-align: center;"> Safety Boots</div> <div style="text-align: center;"> Fully enclosed shoes</div> <div style="text-align: center;"> Respirator or breathing apparatus</div> <div style="text-align: center;"> Masks</div> <div style="text-align: center;"> Harness</div> <div style="text-align: center;"> Hearing Protections</div> </div> <p>Others: [Please add]</p> |
| <p>Select GHS Pictogram or Dangerous Goods (DG) Diamond or HazMat symbols from this Table and Add to relevant section on first page of this document</p> | <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center;"></div> <div style="text-align: center;"></div> <div style="text-align: center;"></div> <div style="text-align: center;"></div> <div style="text-align: center;"></div> <div style="text-align: center;"></div> </div> <div style="text-align: center; margin-top: 10px;"> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> EXPLOSIVE 1 </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> FLAMMABLE GAS 2 </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> NON-FLAMMABLE NON-TOXIC GAS 3 </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> OXIDIZING GAS 2 </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> TOXIC GAS 2 </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> FLAMMABLE LIQUID 3 </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> DANGEROUS WHEN WET 4 </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> FLAMMABLE SOLID 4 </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> SPONTANEOUSLY COMBUSTIBLE 4 </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> OXIDIZING AGENT 5.1 </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> ORGANIC PEROXIDE 5.2 </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> INFECTIOUS SUBSTANCE 6 </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> TOXIC 6 </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> CORROSIVE 8 </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> MISCELLANEOUS DANGEROUS GOODS 9 </div> |

This SWP can be used:

- To provide written instruction for workers and students to safely work on the specified task, activity or plant/equipment if it is not one requiring Tier 3 Proficiency Training; or
- As assessment criteria for Tier 3 Work Safety Proficiency Training if the activity is in a category as specified in WHSMS Handbook Chapter 3.2.

