**Appendix E. Safe Work Procedure Template**

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| **Safe Work Procedure** | | | | |
| **Title (Name of the task/activity/plant)** | **GFD Laboratory J7 110.** | | **Date** | **05-12-2019** |
| **Version** | **1** |
| **Associated Risk Assessment (RA) Name & Number** | **GFD Laboratory J7 110**  **RA 001** | | **Top Residual Risk identified by RA** | |
| **Medium (8)** | |
| **List the hazards identified on the RA** | ELECTRICAL  Electrical Shock (both minor and major)  CHEMICAL  PHYSICAL/ENVIRONMENTAL  Fall from a height (e.g. ladder, elevated platform, cliff, scaffolding)  Fall on same level (e.g. slip, trip, wet or unstable surface)  BIOLOGICAL  Sharps and contaminated sharps  EXPOSURE TO EM RADIATIONS (e.g. X-ray, UV, infrared) | | | |
| **People prepared the SWP** |  |  | **Insert photo (optional)** | |
| **Angus Rummery** | **Ph:61259950** |  | |
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|  | **Ph:** |
|  | **Ph:** |
| **Personal Protective Equipment (Delete irrelevant PPEs )** | **. Safety glasses Lab Coat or Gowns Gloves**    **Fully enclosed shoes Dust mask** | | | |
| **Hazardous Chemicals** | * **Ethanol** * **Acetone** * **Potassium permanganate** * **Pliolite (Dust)** | | | |
| **Describe, in details and in sequence, the steps involved to safely complete the activity/task or operate a plant/equipment** | | | | |
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| **Operation**  ELECTRICAL  Electrical Shock (both minor and major)   1. Where possible, isolate/switch off power before commencing installation of electrical equipment. 2. It is particularly important to isolate power where there is a risk of electrical equipment/components falling into water during setup. 3. Ensure all electrical equipment/components and leads are well supported/secured from being able to fall into or come into contact with water before switching power on. 4. The GFD lab has three power “E” stops to cut power in an emergency situation involving power, familiarise yourself with the location of the nearest “E” stop before starting work involving electrical equipment. 5. All electrical equipment and cords should have a current safety test-tag 6. Keep electrical components and leads as far from water as is practical and secure leads/cords where necessary. 7. Avoid using electrical equipment with wet hands. 8. Suspended power cords must always be supported by the chain from the top by a suitable anchor point, never put strain on a power cord. 9. Always report faulty equipment. Do not carry out any electrical repairs yourself 10. Ensure that power leads are appropriately shielded and routed to avoid mechanical damage. 11. Wearing enclosed shoes with a rubber sole can reduce the chance and severity of injury from electrical shock.   CHEMICAL   1. Flammable liquids, that is, Ethanol and Acetone are used in the GFD lab. Care is needed when handling these liquids. Keep away from naked flames, Safety glasses should be worn when using Ethanol or Acetone, Spills should be cleaned up immediately 2. Corrosive chemicals, that is, salt and Potassium permanganate are used in the GFD lab.   Care should be exercised to avoid contact with skin and eyes, care should be taken to avoid spills onto surrounding materials susceptible to corrosion such as steel and aluminium.   1. Some of the chemicals, that is, pliolite, in the GFD lab present a dust hazard.   (a) Wear a dust mask when the work being performed with pliolite generates dust.  PHYSICAL/ENVIRONMENTAL  Fall from a height (e.g. ladder, elevated platform, cliff, scaffolding)   1. Consult ANU Ladder Safety Procedure (ANUP\_001204) found on the ANU website. 2. Wearing enclosed shoes with a rubber sole to both minimise possibility of slipping over, and use the ladder in accordance with ANU Ladder safety policy.   Fall on same level (e.g. slip, trip, wet or unstable surface)   1. When water spill occurs, do not walk on it, and immediately clean up the area.   BIOLOGICAL  Sharps and contaminated sharps   1. Sharps to be disposed of in Australian Standards approved sharps disposal containers as per the ANU Policy (000679) on sharps handling, there are two sharps containers in the GFD lab, One located on top of the first aid kit, the other is in the glass front shelves where the PPE is stored.   EXPOSURE TO EM RADIATIONS (e.g. X-ray, UV, infrared)   1. The GFD lab has a florescent light fixture (portable) that emits a small amount of ultra violet light (UV) from 350 to 400 nm. At 35watts.Although this light is not considered hazardous, long term exposure to UV light can cause burns to the skin ( sunburn ) and damage to the retina’s. Exposure to the light should be kept to a minimum, and if possible the light should be mounted in a way that prevents close exposure to light tubes.. If long term use of the light is unavoidable then shielding from direct exposure should be considered. 2. The light fixture is stored in the locked store, and should be returned to the storeroom when not in use.   **Waste Disposal during Operation**   1. Bins are provided thought the GFD lab, all wast should be disposed of appropriately. | | | | |
| **Completion of Work** –   1. On completion of work, the area/bay used should be left clean and tidy, any waste should be disposed of appropriately. 2. Clean up any water spills on the floor or surrounding benches, the area used should be left dry. 3. Particular attention should be payed to cleaning up and eliminating salty water and salt residue spilt in work area, as this can become very messy and pose a corrosion problem. | | | | |
| **Emergency Procedures**   1. A mercury spill container is provided for any breakages of mercury thermometers 2. In an emergency (fire or other hazardous situation) you should leave the GFD lab through one of the emergency exits and proceed to the RSES assembly area, you should then notify your supervisor and lab manager of the hazard. | | | | |
| **First Aid**  First aid kit J7 110. On wall adjacent main entry door  RSES first aid officers closest to the GFD lab are   * Haydan Miller Mech. Workshop J6 Ph: 6125 4075 * Mr Eric Ward Jaeger 8 room G07 Ph: 6125 5156 | | | | |
| **How to report an incident**  All incidents relating to this activity/task/plant must be reported to **Angus Rummery** **Ph:**6125 9950 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. | | | | |

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| **Who are affected by this SWP? (List names)** | **Who are consulted on this SWP? (List names)** |
| **Angus Rummery**  **Callum Shakespeare**  **Kial Stewart** | **Angus Rummery**  **Callum Shakespeare**  **Kial Stewart** |

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| **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: Angus Rummery Position: Laboratory manager**  **Signature:  Date: 06-12-2019** |
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**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 for Tier 3 Proficiency Training; **or**
* **As assessment criteria for Tier 3** Work Safely Proficiency Training if the activity is in a category specified needing Tier 3 Training.

**When used to provide written instruction**, workers and students must read and completely understand the SWP before can be allowed to work on the activity/task/plant under appropriate supervision. By signing below, it **DOES NOT** replace supervision requirements as specified in Chapter 3.2.

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| **As a worker or student, I confirm that I have read and fully and completely understand the instruction provided in this SWP. I will follow the SWP closely when performing tasks/activities for Australian National University.** | | |
| **Name** | **Signature** | **Date** |
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**When used as assessment for Tier 3 Proficiency Training,** the trainer of the activity must be completely satisfied that workers and students can perform the task/activity or operate the plant/equipment safely and independently in accordance with this SWP in a proficient manner before signing them off on the Tier 3 Proficiency Training Record Booklet. See Chapter 3.2 for detailed requirements.