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**LOCAL HEALTH AND SAFETY MANUAL**  
*for*  
**CMCA@Bayliss**

***To be read in conjunction with the CMCA General Health &  
Safety Manual***

***for all staff, students, users and visitors to the CMCA in the  
Bayliss Building, Crawley Campus***

***Centre for Microscopy Characterisation and Analysis***

<http://cmca.uwa.edu.au>

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## 1. LOCAL RULES

This publication is dedicated to the specific services and policies existing within the Centre for Microscopy, Characterisation & Analysis laboratories in the Bayliss building at The University of Western Australia. This manual should be read in conjunction with the CMCA General Health and Safety Manual.

### 1.1 Safety inductions

All persons shall complete safety inductions before undertaking any tasks or activities in the workplace. Information on safety induction processes and guidance to determine which inductions must be completed is provided at <http://www.safety.uwa.edu.au/induction-and-training/online>. A fundamental aspect of induction is to gain an understanding of and to acknowledge workplace local rules. Induction does not infer competency or permission to commence work. Persons shall only carry out work using resources which they are deemed competent to use and shall do so only with permission of the area supervisor. A record of completed inductions shall be included in the individual's training records.

### 1.2 Competency and training

Workers shall only carry out work using resources which they are deemed competent to use. Competency can only be judged through assessment by a Supervisor. Hazardous equipment shall only be used by operators where their competence to do so can be verified via written records based on qualification and/or 'demonstrable competence' (see definitions). The need for specialist training shall be identified by managers and supervisors and all such requirements must be escalated via workplace line management. Individuals shall not be expected to undertake any activities for which they are not deemed competent.

### 1.3 Management and permission to work in the area

Managers and supervisors have control of and are responsible for workplaces and are authorised to give permission to do work. Permission to carry out work in a workplace may only be granted to individuals for whom their competency to do so can be demonstrated. Records of that competence must exist and be available for inspection. A combination of endorsement of documented methods, appropriate supervision (to be established and reviewed on a case by case basis) and verbal consent may be sufficient as a basis for granting permission to work provided it can be demonstrated that the individuals who carry out work meet the following criteria for 'demonstrable competency' (see definitions).

### 1.4 Workplace monitoring

All workplaces shall carry out periodic monitoring to ensure that good health and safety standards are being maintained. Workplaces should be inspected on an annual basis as a minimum. This can be achieved via several approaches which are provided via the Safety, Health and Wellbeing website. Checklists are available for a variety of area types. Inspections should also be carried out following changes to the area such as new projects, personnel, plant, equipment, procedures or refurbishment. Other monitoring processes include the Traffic Light System and the UWA Internal Audit programme which evaluates the performance of the occupational health and safety management system against the AS/NZS4801 OHSMS Standard. Workplace monitoring is usually coordinated by the workplace Health and Safety Committee.

Refer to <http://www.safety.uwa.edu.au/management/monitoring> for information on monitoring processes.

Refer to <http://www.safety.uwa.edu.au/management/committees> for the prescribed monitoring schedule.

### 1.5 Standard Operating Procedures (SOP) for hazardous equipment

All hazardous equipment in the workplace is to be risk assessed by creation of SOPs. These single page reference documents are to be displayed such that they may be referred to at the location of use of the equipment. Individuals will be trained to use hazardous equipment and will sign a copy of the SOP which will be stored in their training records once they are deemed to be competent operators by a supervisor or manager. Hazardous equipment may only be used by competent operators.

For further information regarding SOPs refer to Risk Management; section 9.2 - Assessing hazards associated with resources.

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## 1.6 Emergencies, Incidents and Injuries

### 1.1.1 Emergency Information

CONTACT	TELEPHONE
UWA Emergency for Fire Brigade, Ambulance, Police	6488 2222 (24 hrs.)
UWA Security	6488 3020

Refer to the [Staff and Support](#) webpage of the UWA Safety, Health and Wellbeing website for further information including lists of safety personnel and a blank Building Safety Personnel Poster for completion and display in prominent locations.

	TELEPHONE	NAME	LOCATION
Building Warden	6488 4400	G. Allen	1.03
Deputy Building warden	6488 3196	N. Hamilton	G.09 SCB Workshop
Health and Safety Representative	6488 4424	P. Kirkwood	1.43
Safety Officer	6488 3177	Acting Chair of Safety Committee G. Koutsantonis	3.11
First Aider(s)	6488 3176	I. Krekora	2.18

First Aid box location(s)	Adjacent to teaching and research labs on each floor	Safety showers and eye wash facilities are located in each lab	
Defibrillator location	Adjacent to Chemistry store (opposite the service desk)		

Evacuation Assembly Area	There are 4 assembly areas A-D. One adjacent to each corner of the building
Exit Routes from the building	Emergency staircases are located on each corner of the building leading to emergency exits
	Normal front and rear entrances and central staircases

### 1.1.2 In the event of fire

#### RAISE THE ALARM:

If safe to do so, ensure the immediate safety of anyone within the vicinity of the fire. Raise the alarm if not already sounding, using a break glass alarm panel or by shouting 'Fire, Fire, Fire' if a panel is not available. The alarm system automatically notifies the Fire and Rescue Services and also UWA Security (who then notify other emergency personnel).

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Phone the UWA Emergency number extension 2222. Give your name, building, level, room number, type and extent of the fire / smoke and inform your supervisor or Building Warden if safe to do so.

#### **FIRE FIGHTING:**

If safe to do so and if trained in the use of fire equipment, attempt to extinguish the fire. Do not use fire hose reel, water or foam extinguishers on an electrical fire.

#### **FIRE EXTINGUISHERS:**

All fire extinguishers are tested to ensure reliability on a regular basis by a contractor sourced by Facilities Management. This equipment is provided to extinguish minor fires only. If there is any risk from the fire the building must be evacuated. Before using a fire extinguisher read the instructions ensuring that it is appropriate to the type of fire.

- **Water Type Extinguisher (colour coded red):** For use on paper, wood, textile and fabric fires only - not to be used on electrical or chemical fires.
- **Carbon Dioxide Extinguisher (colour coded red with a black band):** For use on electrical and flammable liquids fire – Please note that this extinguisher can be safely used on all types of fires, however, when the carbon dioxide dissipates, re-ignition could occur.
- **Dry Powder Extinguisher (colour coded red with a white band):** For use on electrical, flammable gases and flammable liquid fires.

#### **FIRE BLANKETS:**

Fire blankets are installed in the workplace for use on fires involving small quantities of flammable liquids. Such fuels are typically found in laboratories or kitchens. The effectiveness of the blanket depends on obtaining a good seal with the rim of the container. Fire blankets also provide a thermal barrier and are suitable for management of clothing fires.

#### **EVACUATION:**

Evacuate the building in accordance with the area evacuation procedure or as directed by the Building Warden. Proceed to the nearest exit, walking quickly and calmly to the assembly area and do not use the lifts. Close but do not lock doors and windows as you exit. Leave lights on.

Remain in the assembly area in groups until instructed to leave by a Warden or Fire and Rescue Services personnel.

Do not re-enter the building until informed that it is safe to do so by a Warden or Fire and Rescue Services personnel.

#### **1.1.3 Incidents and Injuries**

If contaminated with acids or alkalis, wash skin immediately with plenty of water then seek medical attention if required. Eyes splashed with any chemical must be washed with water for 15 mins and medical advice obtained immediately.

Ensure all incidents and injuries are reported to Supervisors and on a UWA Confidential Incident / Injury / Near Miss Report Form.

<http://www.safety.uwa.edu.au/incidents-injuries-emergency/notification>

#### **1.7 General rules for workshops and laboratories**

- CLOSED-IN FOOTWEAR MUST BE WORN
- NO FOOD OR DRINK MAY BE CONSUMED IN LABS OR WORKSHOPS
- ONLY USE EQUIPMENT WITH PERMISSION FROM THE SUPERVISOR. YOU MUST HAVE BEEN INDUCTED AND DEEMED COMPETENT

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- WEAR LAB COATS AND OTHER PERSONAL PROTECTIVE EQUIPMENT (PPE) ACCORDING TO LOCAL RULES AND AS DIRECTED BY SOP'S FOR INSTRUMENTS AND EQUIPMENT
- HEARING PROTECTION MUST BE WORN WHEN USING NOISY MACHINERY
- LEAVE ALL EQUIPMENT CLEAN & TIDY AFTER USE
- COVER ALL OPEN WOUNDS WHEN HANDLING CHEMICALS, ANIMALS OR OTHER BIOLOGICAL MATERIAL. BAND AIDS AND DRESSINGS ARE AVAILABLE IN FIRST AID BOXES
- WHEN PIPETTING ALWAYS USE MECHANICAL DEVICES - NEVER PIPETTE BY MOUTH
- WASH HANDS AND REMOVE LAB COATS BEFORE LEAVING THE LABORATORY
- DO NOT STORE FOOD OR DRINK IN CHEMICAL STORAGE REFRIGERATORS

## 2. ACCESS TO CMCA LABORATORIES

### 2.1 CMCA Access & Registration

To gain access to any instrument within the CMCA you must first register as a user. Access will be granted following a new user meeting and successful completion of the relevant training course(s). There are access fees associated with using all CMCA facilities, which vary depending upon your status and usage. Entry to the CMCA sites is by access card only.

To register you must visit: <http://www.cmca.uwa.edu.au/> and complete two documents:

**Part A** our online registration form; and

**Part B** project details including a project risk assessment, previous publications and payment details which can be accessed from the CMCA website. This form requires signatures where appropriate.

Once Part A and B have been received by the CMCA office, an e-mail confirming your User status and activation of your access will be initiated.

To enrol in relevant training courses, course outlines and timetables can be found at:

<http://www.cmca.uwa.edu.au/>

Instruments that you are qualified to operate can then be booked at your convenience through the website at: <http://130.95.124.111/cmca/book.dll>.

Limitations are imposed on advanced instrument bookings – for more information see: <http://www.cmca.uwa.edu.au/access/bookings-policy> Extended hours, where justified, may be accommodated *on application* to the CMCA Director.

If you would prefer for CMCA technical staff to complete work on your behalf please contact the CMCA office for details.

### 2.2 CMCA Access Fees (UWA staff and students only)

Access arrangements are based on a member subscription model at the individual User level combined with Faculty and Vice-Chancellery contributions. Full details of CMCA access fees for UWA staff and students can be found at: <http://www.cmca.uwa.edu.au/access/rates> Please note that a subscription is for a 12 month period i.e. 1 February 2016 - 31 January 2017, except for honours projects, which is restricted to the period of honours only. Hourly fees have a monthly administrative fee.

### 2.3 CMCA Access Fees (non UWA)

For external users there are hourly rates or subscriptions available. A special rate is available to staff and students of the Western Australian Centre for Microscopy (WACM) member universities: Curtin University, Edith Cowan University and Murdoch University. Curtin University also has an access arrangement for hourly rates. Please contact the CMCA administration on 6488 2770 or [admin.cmca@uwa.edu.au](mailto:admin.cmca@uwa.edu.au) to discuss your particular needs.

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## 2.4 After Hours Access

- Afterhours access to the CMCA instruments in the Bayliss Building is only available to approved Users and requires a current valid UWA staff/student/visitor ID card. Approved Users will be issued with out of hours access. It is essential that the front door is kept locked AT ALL TIMES after hours.
- It is not recommended that staff or students carry out experimental work after hours. To do so is at your own risk. If experimentation after hours is unavoidable then a second person should be present to raise the alarm should an accident occur. This must only be done in compliance with the Working in Isolation policy at:  
<http://www.safety.uwa.edu.au/health-wellbeing/physical/alone>.
- At a minimum, Security (6488 3020) should be notified of your presence on campus, your intended period of stay and the activity being performed. It may be possible for Security to check on you during their usual rounds. Please talk to your supervisor or Safety Officer to discuss alternatives.
- Staff and students who are on the premises after hours will need to carry their staff or student security access card. Failure to produce proper identification when asked by Security staff will result in you being escorted from the premises.
- Departure from the CMCA Bayliss building after hours is by press button exit from the main entry. Emergency exit is provided from other doors, e.g. Fire escapes by breaking glass exit buttons or automatically in the event of a fire alarm.

**If formal permission has not been granted you may not work after hours.**

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