

AppendixC

# HAZARD MANAGEMENSIAFE OPERATINFOROCEDURE (SOP)

Only to be completed where required as a control measure under a Risk Assessment

NAME OF THE TASK/ACTY	STRUERSEGRAPOL AUTOMATEDULISHER DATE 20/02/2020						
LOCATION	ADELAIDE MICROSCOGENORGE ROGERS LABORATORY, HELEN OLANORTH, NB12						
RISKASSESSMENT (RA) NAM	Struers Tegratol (Optional)						
Residual risk ratingn the RA	Low Medium High Very High						
Hazardsidentified on the RA	Caught on rotating parts Contact with electricity or potential for electric shock Contact with hot object or friction burn						
PERSONAL PROTECTEVŒJIPMENT							
Eye protection: Safety lass  Other:	Eye protection: Safety lasses • Eye shields • Safety goggles • Other:						
Hand protection: Rubber • Other:	• Cut resistant • Leather • Vinyl • Neoprene Nitrile • Barrier creams						



Other:

### DESCRIBE, IN SEQUENCTEPS TO COMPLETE TANCTIVITY SAFELY

Preoperational checks

YOU MUST NOT USE THIS MACHINE UNTIL YOU HAVE HAD APPROPRIATE TRAINING BY TRAINED ADELAIDE MICROSOCESTAFF. Unauthorised use may result in damage to the instrument.

Operational checks/steps to complete the activity from start to finish (includingttamspaste disposal where relevant)

# General

The Struers Tegral Automated Polisbersed to polish samples embedded in resin blocks to a fine, mirror finish before microscopy imaging and analyses.

All new users must have undergo tra**ofittg**ei**o**peration of the machine from a member of Adelaide Microscopy staff.

Users should operate the instrument in accordance with the manufacturer supplied operating instructions to avoid damag instrument.

## Hazards

Caught on rotating parts

Contact with electricity or potential for electric shock

Contact with hot object or friction burn

### Risk Control Measures

Personal Protective Equipment:

Always wear safety glasses, lab coat, gloves and enclosed shoes in the lab.

# **Engineering Controls:**

The user operable parts on the Struers To Eguatemated Polishiner all accessible of the front of the instrument. There is no risk involved in the operation of these parts. However, misuse of these parts can result in damage to the instrument. User instrument should not remove any fixture or panel from the asscribes the rear of the instrument

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Therotating magnetic polisher operates at high speeds and has the potential to cause friction burns or serious touched during operation.

Samples MUST be placed in the sample mount and not held by hand during operation of the instrument.

Users must not place their hands in the vicinity of the instrument during operation to avoid injury and deamnage to the instrument

#### **Procedural Controls:**

Adelaide Microscopy has a designated Radiation Officer who holds a Radiation license from the EPA.

Allnew users must have a practical demonstration of the operation of the machine from a member of Adelaide Microscopy Users should operate the instrument in accordance with the manufacturer supplied operating instructions to avoid damage instrument.

The safe handling of general laboratory items is detailed in the Adelaide Microscopy laboratory general safety procedures Low stocks of consumable items (gloves, paper towel etc.) should be reported to a member of AM staff.

#### General Procedures:

- Make sure that the polishing disc is correctly mounted with the driving pins englassed with thre table
- 2. Keep clear of the rotating disc and sample mover during automatic operation
- 3. Care with moving parts must be taken during manual polishing
- 4. Donot attempt to remove a sample from the tray while the disc is running
- 5. Do not leave this equipment unattended for long periods of time.

Cleanliness at all times is a requirement of use:

- 6. Wipe up all spillsmmediately
- 7. Control all rinse solutions apatred pri

On completion of worksteps to make safe (including clean up, any waste disposal & service/maintenance requirements)

#### After use:

- 1. Wash all parts with water
- 2. Dry and store all parts with the instrument
- 3. All lapping discs must be stored appropriately
- 4. Turn off power to instrument at the end of the session
- 5. Turn off mains water tap

Emergency and Spill Procedures, Transport or storage requirements (where relevant), First aid/Medical

In the event of an injury, please advise an Adelaide Microscopy staff member and first aid officer for treatment and the loc representative to report the incident.

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