SAFE OPERATING PROCEDURE:

CLEANING BROKEN GLASS IN AUTOCLAVE

LOCATION DETAILS		
School/Branch: School of Molecular & Biomedical Science		
SAFE OPERATING PROCEDURE DETAILS		
Date prepared: 30/03/2011	Review date: 30/03/2016	Version: 1
PREPARED BY: Name, position, & Signature (insert names of supervisor, HSO, subject matter expert)		
Kate Millan – Health & Safety Officer		Signature:
RISK ASSESSMENT		
See risk assessment dated: 28/03/2011		Risk Rating: **Low**

RISKS IDENTIFIED

- Burns from hot glass/autoclave
- Cuts/lacerations from broken glass

SAFETY PRECAUTIONS

The following control measures MUST be adhered to:

- Cut resistant gloves must be worn
- Clean up must only be performed by a member of TSU staff
- Autoclave must be left overnight or at least 8 – 12 hours before clean up can commence.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED

The following PPE must be worn at all times:

- **Cut resistant** gloves, lab coat, safety glasses

SAFE OPERATING PROCEDURE

1. When broken glass is discovered in an autoclave after a run, the autoclave must be left for a minimum of 8 – 12 hours before the clean up can commence to prevent burns.
2. Put on all necessary PPE.
3. Unbolt the sliding rack in the base of the autoclave and remove.
4. Vacuum up all broken glass inside the autoclave.
5. Re-attach the sliding rack.
6. Empty the vacuum cleaner bag (still wearing cut resistant gloves).

OTHER INFORMATION

- Glassware should always be checked prior to putting into an autoclave for any cracks or imperfections. Any glass that is found with any cracks/imperfections must be disposed of and not put through the autoclave.

ADMINISTRATION

Note: This Safe Operating Procedure must be reviewed:
a) after any accident, incident or near miss
b) if equipment, substances or processes change
c) every 5 years.