



LOCATION DETAILS

School/Branch: School of Molecular & Biomedical Science

SAFE OPERATING PROCEDURE DETAILS

Current Version Date: 14/02/2011

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Version: 2

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: 14/02/2011

Risk Rating: Low – Medium

RISKS IDENTIFIED

- Needle-stick injuries – exposure to biological material
- Cuts/lacerations

SAFETY PRECAUTIONS

The following control measures **MUST** be adhered to:

- Users working with material of human origin must follow School's "Working with Material of Human Origin" procedures.
- Always wear gloves when handling glassware.
- NEVER leave needles or blades on benches unattended, always store appropriately.
- NEVER re-sheath needles – place needle AND syringe in the sharps waste container immediately after use.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED

The following PPE must be worn at all times:

- Cut resistant gloves (if applicable – see procedure below)
- Safety glasses
- Lab coat

SAFE OPERATING PROCEDURE

HYPODERMIC SYRINGE NEEDLE USE:

- Re-capping: NEVER RE-SHEATH OR RE-CAP
- Syringes **and needles** must be disposed of, into a sharps container, **without being separated**
- Syringes can only be left on a bench while the user is in attendance
- Puncture resistant gloves should be considered for any process with high risk of needle stick
- Needles contaminated with chemical, microorganisms or tissue must be disposed of, they cannot be stored for reuse.
- Syringes for later re-use must be stored in a container
- Uncontaminated needles can be stored, for reuse, by sticking them into polystyrene or similar foam.
- Safety glasses must be worn to protect from eye splashes.

SCALPELS:

- Scalpel blades must always be attached to a scalpel handle. If this is not possible, then cut-resistant

gloves must be worn.

- Scalpels must be stored with the edge guarded. Place the blade in a block of polystyrene or similar foam, or place in a sealed container.
- Blades must NEVER be left on benches, they must always be stored appropriately.
- Safety glasses must be worn to protect from eye splashes.

To INSERT a blade onto a scalpel handle:

- Peel back the blade covering foil, on each side of the blade, to reveal the mounting slot
- Leave the edged end of the blade sealed in the foil
- Grip flat sides of the sealed end of the blade between index finger and thumb
- insert the handle into the mounting slot
- Grip the handle and, with care, remove the covering foil from the blade

To REMOVE a blade onto a scalpel handle:

- All scalpel users will remove blades using the School approved blade removal system. This is available from the Store. These remove and store the blade safely for disposal.

RAZOR BLADES:

- Only "single-edged" razor blades must be used.
- Once removed from the protective cardboard, these must be stored with the edge guarded (in a block of polystyrene foam or similar).
- Blades must NEVER be left on benches, they must always be stored appropriately.
- Safety glasses must be worn to protect from eye splashes.

OTHER GLASS/SHARPS:

- Glass must always be disposed of in the dedicated glass disposal container.
- Safety glasses must be worn to protect from eye splashes and to protect from broken glass.
- Keep glassware away from the edges of benchtops.
- Examine glassware before use for chips. NEVER use chipped, cracked or broken glassware.
- Do not immerse hot glass into cold water, the glassware may shatter.
- Follow any Safe Working Procedures for the process you are working on.
- Ensure that equipment involving glassware such as pasteur pipettes is set up safely.
- Ensure glassware is stored safely when not in use.
- In the event of an injury, follow the Protocol's for Needle-stick injuries if working with any biological material.
- Gloves should be worn whenever glassware is handled.
- Always use the appropriate glassware for the task.
- Where possible, use an alternative to glass e.g. plastic.
- Do not store glass on the sides of sinks or at the front of hoods/cabinets.

Cleaning up broken glass:

- Isolate the area to alert other persons that there is broken glass in the area.
- Never pick up broken glass with your hands. Use a dust-pan and brush.
- Place broken glass in a dedicated glass disposal container.
- Ensure that all glass is cleaned up, glass can be thrown quite a large distance when smashed.

OTHER INFORMATION

REFERENCE DOCUMENTS:

Working with Material of Human Material
RA PROC105 – Sharps & Glass
Protocols for Needle-stick injuries

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.