





**HAZARD MANAGEMENT – SAFE OPERATING PROCEDURE (SOP)**

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

<b>NAME OF THE TASK/ACTIVITY</b>	<b>AGILENT 1260 HPLC</b>	<b>DATE: 24/02/2020</b>
<b>LOCATION</b>	ADELAIDE MICROSCOPY, ISOTOPE LABORATORY, HELEN MAYO NORTH, NB45	Insert photo (Optional)
<b>RISK ASSESSMENT (RA) NAME</b>	Agilent 1260 HPLC	
<b>Residual risk rating on the RA</b>	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very High	
<b>Hazards identified on the RA</b>	Contact with electricity or potential for electric shock Exposure to chemicals, fumes and gases	

**PERSONAL PROTECTIVE EQUIPMENT**

	Eye protection: <input checked="" type="checkbox"/> Safety glasses <input type="checkbox"/> Eye shields <input type="checkbox"/> Safety goggles <input type="checkbox"/> Other:
	Hand protection: <input type="checkbox"/> Rubber <input type="checkbox"/> Cut resistant <input type="checkbox"/> Leather <input type="checkbox"/> Vinyl <input type="checkbox"/> Neoprene <input checked="" type="checkbox"/> Nitrile <input type="checkbox"/> Barrier creams <input type="checkbox"/> Other:
	<input checked="" type="checkbox"/> Enclosed footwear: <input type="checkbox"/> Footwear that is resistant to spills of hazardous substances <input type="checkbox"/> Boots with steel caps <input type="checkbox"/> Other:
	Protective clothing: <input checked="" type="checkbox"/> Lab coat <input type="checkbox"/> Gown <input type="checkbox"/> Long sleeves <input type="checkbox"/> Long pants <input type="checkbox"/> High visibility <input type="checkbox"/> Helmet <input type="checkbox"/> Sun protection <input type="checkbox"/> Other:

**DESCRIBE, IN SEQUENCE, STEPS TO COMPLETE THE ACTIVITY SAFELY**

**Pre-operational checks**

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

**Operational checks/steps to complete the activity from start to finish (including transport and waste disposal where relevant)**

**General**

The Agilent 1260 Infinity HPLC is a High Performance Liquid Chromatographer used in the separation of chemical compounds present in solution.

Samples are introduced to the HPLC in liquid form. PPE must be worn at all times when loading and unloading samples from the autosampler and replenishing bulk phase solutions.

**Hazards**

Potential for electric shock if a user were to remove panels from the instrument.

Exposure to acidic chemicals can cause burns.

**Risk Control Measures**

Personal Protective Equipment (PPE):

When loaded and unloading samples, gloves, safety glasses and enclosed footwear must be worn at all times.

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Engineering controls:

The Agilent 1260 HPLC is safe to use when operated according to the Agilent 1260 series HPLC Hardware manual.

The user operable parts on the Agilent 1260 HPLC are all accessible from the front of the instrument, and include the autosampler, the HPLC column, buffer solutions, fraction collector and the computer (mouse and keyboard). There is no risk involved in the operation of these parts. However, misuse of these parts can result in damage to the instrument. Users of the instrument should not remove any fixture or panel from the microscope or access the rear of the instrument.

The lab is fitted with oxygen sensors – if the level of oxygen in the room falls below a safe level alarms will sound and users should evacuate immediately. The sensors are tested bi-annually.

Procedural controls:

Only trained users to operate the instrument. All new users are to be given practical training in instrument operation by a member or Adelaide Microscopy staff. Users must also follow guidelines in the manual and safe operating procedures for operation of the laser ablation 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:**

Users should operate the instrument in accordance with the manufacturer supplied operating instructions under the instruction of a member of Adelaide Microscopy staff.


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

Follow the shutdown procedure in the manual.

**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 local HSW representative to report the incident.

**Prepared by**

People involved in the drafting of this SOP	Aoife McFadden		
Person authorising the SOP	Name:	Angus Netting	Signature
			
	Position:	Director, Adelaide Microscopy	
<b>This SOP must be reviewed after any incident/injury associated with this activity or when a Risk assessment is reviewed.</b>			

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