





HAZARD MANAGEMENT – SAFE OPERATING PROCEDURE (SOP)

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

NAME OF THE TASK/ACTIVITY	CENTRIFUGE	DATE: 24/02/2020
LOCATION	ADELAIDE MICROSCOPY, GEORGE ROGERS LABORATORY, HELEN MAYO NORTH NB25	Insert photo (Optional)
RISK ASSESSMENT (RA) NAME	Centrifuge	
Residual risk rating on the RA	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very High	
Hazards identified on the RA	Exposure to chemicals Contact with rotating object	
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 Centrifuge is a small benchtop centrifuge which is designed for the centrifugation of microlitre tubes (max 2.2ml) in a 12 place angle rotor, up to a speed of about 15,000 rpm.		
Hazards		
Exposure to chemicals Contact with rotating object		
Risk Control Measures		
<u>Personal Protective Equipment (PPE):</u> Wear gloves, safety glasses and lab coat while using any chemicals. Enclosed shoes must be worn in the lab at all times.		
<u>Procedural Controls:</u> Consult all relevant chemical MSDSs before using machine.		
Take care to follow SOP for use of osmium tetroxide if being used.		
Do not use this machine unless you have been trained to do so by an Adelaide Microscopy staff member.		
Be sure that the rotor is properly installed before using the centrifuge.		
After evenly distributing tubes in rotor, to avoid out of balance operation, secure the internal and external lids as demonstrated.		

HSW Handbook	Hazard Management	Effective Date:	17 December 2019	Version 3.0
Authorised by	Chief Operating Officer (University Operations)	Review Date:	17 December 2022	Page 1 of 2
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

Users should operate the instrument in accordance with the manufacturer supplied operating instructions to avoid damage to the instrument. The user operable parts are all accessible from the operator's console: users of the instrument should not access the rear of the instrument. Nor should they attempt to remove any fixture or panel from the machine. Handling of biological material may present some safety problems and the safe operating procedure for handling animals and biological material must be followed.

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.


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

Follow the shutdown procedure in the manual. Clean up lab area after use.

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	
This SOP must be reviewed after any incident/injury associated with this activity or when a Risk assessment is reviewed.			