





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	STRUERS TEGRA-POL AUTOMATED POLISHER	DATE: 20/02/2020
LOCATION	ADELAIDE MICROSCOPY, GEORGE ROGERS LABORATORY, HELEN MAYO NORTH, NB12	Insert photo (Optional)
RISK ASSESSMENT (RA) NAME	Struers Tegra-Pol	
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	Caught on rotating parts Contact with electricity or potential for electric shock Contact with hot object or friction burn	
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 Struers Tegra-Pol Automated Polisher is used to polish samples embedded in resin blocks to a fine, mirror finish before microscopy imaging and analyses.		
All new users must have undergone training in of the operation 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 damage to the instrument.		
Hazards		
Caught on rotating parts Contact with electricity or potential for electric shock Contact with hot object or friction burn		
Risk Control Measures		
<u>Personal Protective Equipment:</u>		
Always wear safety glasses, lab coat, gloves and enclosed shoes in the lab.		
<u>Engineering Controls:</u>		
The user operable parts on the Struers Tegra-Pol Automated Polisher are all accessible from 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. Users of the instrument should not remove any fixture or panel from the scanner or access the rear of the instrument.		

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The rotating magnetic polisher operates at high speeds and has the potential to cause friction burns or serious injury if misused or 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 damage to the instrument.

Procedural Controls:

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

All new users must have a practical demonstration of the operation 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 damage to the 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:

1. Make sure that the polishing disc is correctly mounted with the driving pins engaged with the holes in the turntable
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. Do not 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 spills – immediately
7. Control all rinse solutions appropriately

On completion of work – steps 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 local HSW representative to report the incident.

Prepared by

People involved in the drafting of this SOP	Animesh Basak 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.

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