

# Histology Facility Usage and Induction

Use of our services is subject to compliance with these terms and conditions

## 1.0 ACCESS TO HISTOLOGY FACILITY

1.1 All users must attend: SBMS OH&S Induction or be approved by the SBMS OHS as fulfilling the equivalent training within UQ, the local Histology Facility Induction, and the After-hours Induction as required.

1.2 Facilities can only be accessed and used once the relevant induction session has been attended, assessed, and signed off by the Research Manager of the Histology Facility and SBMS Management. This will ensure the user is made aware of and fully understands the general rules, guidelines and safety precautions of the Histology Facility and all equipment. Equipment training will be specific to instruments required by each researcher. Records of this training will be maintained by the user and within the Histology Facility.

1.3 The Histology Facility cannot be accessed by unauthorised individuals or groups. Only persons who have completed the SBMS OHS induction and undertaken the histology induction sessions are permitted to enter this facility.

1.4 Histology Facility usage is reserved primarily for SBMS users and students. All external users must be inducted into SBMS, pre-approved, trained, and may access the facility only during normal working hours, between 8:00 AM and 4:00 PM.

1.5 The Histology Facility will permit multiple users throughout the day, number depending upon the workload, although limits may apply during specific lab usage as deemed feasible by the Research Manager of the Histology Facility.

1.6 Access is reserved for competent SBMS users during after-hours and weekends as deemed appropriate by the Research Manager of the Histology Facility. During specific work task, a minimum of two persons are to be in the Histology Facility during after-hours work, one of which may be an observer. All after hour workers must be preapproved by the Research Manager of the Histology Facility. No children are allowed within the Histology Facility areas at any time.

1.7 After-hours access will be denied to individuals documented misusing or abusing Histology Facility equipment.

1.8 Research Manager of the Histology Facility may require laboratory closures in order to work with hazardous chemicals, other dangerous goods or during preparation for teaching practical courses.

## 2.0 USE OF FACILITIES

2.1 No borrowing of any histology chemicals or items without permission. All equipment borrowings must be preapproved by the Research Manager of the Histology Facility and signed for by an academic.

2.2 An online booking system is available for all instruments and techniques in the Histology Facility and must be used. Booking are to be made 12 hours in advance of usage.

- 2.3 Any AQIS material must be brought to the attention of the Research Manager of the Histology Facility. The Histology Facility is not a certified QAP or PC2 facility. Only fixed AQIS or GM Material is allowable within the Histology Facility.
- 2.4 Clean up your lab bench area is required once a user is finished, including fume hood, benches, equipment and floor to the best of your ability.
- 2.5 Any reagents, blocks, slides etc. left in the Histology Facility for a short term period must be properly labelled using chemwatch labels where appropriate. Unlabelled samples and chemicals will be automatically disposed of.
- 2.6 All samples, equipment or chemicals stored in the Histology Facility must be properly labelled and identified to the Research Manager of the Histology Facility or Histology Staff. Items left for extended periods may be disposed of if not scheduled with the Histology Staff.
- 2.7 At the end of each work session the lab bench is to be cleaned and left ready for use for the next user. Under no circumstance is the Histology Staff responsible for general clean-up.
- 2.8 The Histology Facility is not certified PC2 or QAP, therefore not equipped to process Risk group 2 EMOs or high risk Quarantine material.
- 2.9 Internal and External users may be provided with a selection of basic consumables. Replacements of these stocks are always appreciated.

### **3.0 HEALTH, SAFETY AND WELLBEING**

- 3.1 Users are required to wear appropriate personal protective equipment (PPE) such as coats, gowns, closed footwear, safety glasses and gloves when within the facility. Note that it is the responsibility of users to wear appropriate fully enclosed footwear. Long hair is to be tied back at all times while working within the facility.
- 3.2 Safe Operating Procedures (SOPs), Risk Assessments and MSDS must be read, understood and agreed with prior to work commencing within the laboratory.
- 3.3 External users are to comply with University of Queensland Occupational Health and Safety requirements at all times ( <https://biomedical-sciences.uq.edu.au/facilities/gross-anatomy-facility/gross-anatomy-facility-information-students>). The Student log sheet must be marked by each user upon completion of this induction to confirm their understanding and compliance.
- 3.4 Contact lenses are not to be worn within this facility due to the nature of some chemical used within the Histology Facility.
- 3.5 No eating or drinking (including water bottles and chewing gum) is allowed in the Histology Facility.
- 3.6 Any chemical spills or drips must be cleaned appropriately and brought to the attention of the Histology Staff as soon as possible.
- 3.7 Safety glasses and goggles may be deemed necessary for some procedures, refer to specific MSDS and SOPs.
- 3.8 Mobile phones etc should not be left on laboratory benches.
- 3.9 Refer to the SBMS Policy – for the use of other devices such as ear-plugs/headphones or other attention limitation devices.

3.10 All injuries should be reported to the Research Manager of the Histology Facility, WHSO and documented online via the incident/injury database within UQSafe.