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**Faculty of Engineering**

**THERMOFLUIDS LABORATORY  
SAFETY INDUCTION MANUAL  
CONISTON A2**

**Staff/Student Name:** \_\_\_\_\_

## OH&S Induction Acknowledgement

- Must be completed and signed before any work is carried out in the Thermofluids Laboratory.
  - After hours access will not be considered if this form is not complete and signed.
1. I have read, and understand this document. I agree to follow all the guidelines set out in this document.
  2. I have completed the required induction for the Thermofluids Laboratory.
  3. I agree to complete a risk assessment before any work is undertaken in the Thermofluids laboratory. (Available on the University of Wollongong- OHS web site)
  4. I have received instruction and identified risks involved when using tools and equipment:

Student/Staff Name: \_\_\_\_\_ Student/Staff Number: \_\_\_\_\_

Student/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Induction Date: \_\_\_\_\_ Trainer's Signature: \_\_\_\_\_

Trainer's Name: \_\_\_\_\_

Academic Supervisor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Supervisor's Signature: \_\_\_\_\_

*Copies: Lab/Workshop files*

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## 1. Introduction

The laboratory contains many potential safety hazards. However, with proper control these hazards can be eliminated. This manual is intended to outline the basic laboratory safety requirements for the Thermofluids laboratory.

## 2. Responsibilities

The responsibility for implementation of these procedures rests with the Deans and Heads of School. The Faculty of Engineering Workplace Advisory Committees will provide advice and feedback to Deans and Heads on actions needed to comply with these procedures. These groups will be able to seek advice from Occupational Health & Safety Unit.

### 2.1 Deans and Heads of School

Heads of Cost Centres have an overall responsibility for ensuring that occupational health and safety standards and practices are implemented and maintained in the teaching facilities, laboratories and studios by their respective supervisory staff.

To achieve compliance, Deans and Heads of School should:

- ensure that staff and students receive the appropriate information, instruction and training necessary for them to perform work safely;
- ensure that all staff and students receive an induction that includes information pertaining to emergency response procedures and personnel;
- ensure that local occupational health and safety procedures are developed, documented and issued to staff and students as appropriate;
- ensure that the facilities and equipment provided for staff and students are safe and suitable for the types of work to be carried out;
- ensure that adequate financial provisions are made for occupational health and safety equipment and materials and the maintaining of occupational health and safety standards;
- ensure that hazard identification and risk assessment procedures are developed, documented and maintained for the use, handling, storage, transport and disposal of equipment, materials and substances and that appropriate risk controls are implemented and maintained;

### 2.2 Supervisors and Subject Coordinators of Honours and Postgraduate Students

As honours and postgraduate research is a major aspect of work undertaken in the laboratory, it is essential that adequate supervision is provided to maintain safety. Supervisors and subject coordinators are to:

- Actively practice and develop in their students proper attitudes towards occupational health and safety matters;
- Control the risks associated with the work that they supervise using a documented risk management process;

- Ensure that safe work practices are developed and maintained at all times;
- Arrange for their staff and students to be instructed in safe and healthy work procedures, and ensure that they are fully informed about particular hazards, and how to avoid, eliminate or minimise them;
- Ensure that good housekeeping standards are developed and maintained in the areas under their control;
- Ensure that staff and students under their control use safety equipment provided in a correct manner;
- Ensure that all students understand the disciplinary procedures that will be invoked for non-compliance with occupational health and safety instructions, policies and procedures;
- Ensure that all incidents, hazards and 'near miss' incidents that occur are reported using the online "SafetyNet" hazard and incident report form.

### **2.3 Staff and Students**

All staff and students who undertake work in the laboratory must take reasonable care of their own health and safety and the health and safety of others by:

- Taking action to avoid, eliminate or minimise hazards of which they are aware;
- Complying with all occupational health and safety instructions, policies, and procedures including departmental safety manuals;
- Making proper use of all safety devices and personal protective equipment;
- Complying with the instructions given by emergency response personnel such as emergency wardens and first aiders;
- Not willfully placing at risk the health and safety of any other person;
- Seeking information or advice where necessary before carrying out new or unfamiliar work;
- Maintaining dress standards appropriate for the work being done. Appropriate protective clothing and footwear must be worn at all times;
- Only consuming or storing food and drink in designated areas. Food is strictly forbidden in any laboratory.
- All lifting equipment, including chain blocks, pendant hoist controls, and abey lifting frames are to be used by Technical Staff only unless training and authorization has been approved.
- Being familiar with emergency and evacuation procedures and the location of, and if appropriately trained, in the use of, emergency equipment.
- Reporting all incidents, hazards and 'near miss' incidents that occur using the online "SafetyNet" hazard and incident report form.

### 3. Safe Conduct

The following recommendations detail the standard behavior for all personnel working within a laboratory.

- (a) Never adopt a casual attitude in the laboratory and always be conscious of the potential hazards.
- (b) Ensure that personal clothing is suitable to the laboratory conditions, e.g. Safety footwear with steel capping. Thongs or open footwear **MUST** not be worn in the laboratory areas. Singlets, tank tops or similar clothing are not suitable for wearing in a laboratory.
- (c) Always wear eye protection when using power operated hand or machine tools, or while performing physical tests that could lead to eye damage.
- (d) Use protective clothing and devices appropriate to the type of operation being carried out, giving due consideration to the work being carried out in the vicinity.
- (e) Never run in the laboratory or along corridors.
- (f) Never indulge in reckless behavior in the laboratory.
- (g) Always exercise care when opening and closing doors and entering or leaving the laboratory.
- (h) Do not carry out any work in isolation in a laboratory; ensure that at least a second person is within call.
- (i) Do not handle, store or consume food or drink in the laboratory.
- (j) Do not store food or drink in a refrigerator, which is used to store laboratory materials.
- (k) Do not smoke within any university building.
- (l) Regard all substances as hazardous unless there is definite information to the contrary.
- (m) Before any work is carried out in the laboratory, permission must be obtained from the officer in charge. Never undertake any work unless the potential hazards of the operation are known as precisely as possible, and the appropriate safety precautions are adopted. Any flame producing activity is not to commence until the immediate area has been cleared of dusts. Many materials, which are nonflammable in a lump state, become quite volatile when in powdered or dust cloud form.
- (n) All materials coming into the laboratory are to be accompanied by documentation detailing the material source, type, quantity and any known characteristics. Particularly those relating to hazardous materials. This documentation is to be stored in a file specifically for this purpose and is to be readily available to all staff. All material is to be kept in suitable containers, which are to be clearly labeled with a number from a drum register book, which in turn is to contain details of the material, its source and ownership.
- (o) At the conclusion of testing of any material, proper arrangements are to be made for the safe disposal of that material, either to acceptable conventional waste depots, or returned to the client, depending on the nature of the material and what was agreed with the client prior to commencement of testing.

- (p) If, during the testing or handling of materials, spillages occur for any reason, correct clean-up procedures must be followed as per the Material Safety Data Sheet that accompanied the material on its arrival.
- (q) If a material is found to be on fire (e.g. inside a bin or on the ground), then under no circumstances should the combustibles be disturbed in any way. Otherwise, a dust cloud and explosion could occur. Special procedures are required to deal with such situations depending on the material and circumstances. (e.g. careful/gentle inerting of fire; special 'muck sucker' with water mixing nozzle at entrance of suction hose; water mist/spray gently quenching combustibles; sealing off combustion process and allowing 'fire' to burn itself out) depending on the material and circumstances.
- (r) Take additional care when carrying or moving any potentially hazardous substance.
- (s) Keep only the minimum required quantities of hazardous substances in the laboratory work area.
- (t) Warning signs and barriers are to be erected at entrances to the laboratory before any testing is carried out when using materials of an excessively dusty nature, or are toxic or otherwise unpleasant.
- (u) Wash skin areas, which come in contact with chemicals, irrespective of concentration.
- (v) Keep all fire-escape routes completely clear at all times.
- (w) Label all safety equipment and maintain it in good operating condition. Check and inspect safety equipment for correct operation in accordance with the manufacturer's instructions and report, in writing, any requirement for maintenance.
- (x) Ensure that all safety equipment remains accessible to the laboratory personnel at all times.
- (y) Keep safety information and emergency procedures prominently displayed at all times in each laboratory. Include in the safety information, the telephone numbers of:
  - i) Fire brigade. 000.
  - ii) Ambulance. 000.
  - iii) Safety officer. Wayne Ireland Ph: 42 214724.
  - iv) Hospital. (0) 42 298233. (Casualty)
  - v) Police. Emergency 000 or Wollongong Police Station- 42 26 7899.
  - vi) Security. 42 214900. (**EMERGENCY**)
  - vii) Security. 42 214555. (Assistance or inquiries.)
  - viii) First Aider. Stuart Rodd, Coniston B Ph: 42 253773

**FIRST AID BOX LOCATION. Coniston A2. (Thermofluids Laboratory)**

- i) Southern wall next to glass doors.

#### **4. Housekeeping.**

Housekeeping is an important component in laboratory safety to ensure risks of injury from potential hazards in the environment are controlled. The following precautions are to be taken to ensure the safety of personnel within laboratories:

- Floors are to be kept tidy and dry

- Benches are to be kept clean and free from chemicals and apparatus that are not being used.
- Aisles and exits are to be kept free from obstructions.
- Bottles and glassware are to be kept off the floor.
- Access to all emergency equipment (fire extinguishers, first aid kits) is to be kept free from obstruction.
- Work areas and equipment are to be thoroughly cleaned after use.
- If last to leave the laboratory, make sure equipment is turned off and doors are locked.
- If contractors are working in your area, make known to them any hazards that may exist in your area, i.e. flammable liquids, dusts.

## 5. Emergency Procedures (displayed clearly in the Laboratory)

In the event of fire or other emergency that may endanger staff and students the following procedures apply -

- In the event of a fire alert others in the immediate area. Then dial 000 (from university phone) and ask for the Fire Brigade and give details. Call security, 42 214900, and inform them of the fire and its location.
- Inform the nearest building warden or departmental head.
- When an alarm is raised proceed quickly to the nearest exit as directed by a building warden.
- After leaving the building proceed as directed to the assembly area (park on eastern side of Tate Street, opposite workshop.). Do not return to the building until the "All Clear" is given by the building warden].

## 6. Safety Equipment

Laboratories at the University are equipped with a number of safety features.

### 6.1 Fire Extinguishers

This equipment is provided in all laboratories to extinguish minor fires only. If there is any risk from the fire the building should be evacuated. Before using a fire extinguisher read the instructions ensuring that it is appropriate to the type of fire.

*Water Type Extinguisher* - Colour coded red. For use on solids fires only. Not to be used on electrical or chemical fires.

*Carbon Dioxide Extinguisher [CO<sub>2</sub>]* - Colour coded red with a black band. For use on electrical and flammable liquids fire - It should be noted that this extinguisher can be safely used on all types of fires, however when gas dissipates re-ignition can take place.

## 7. Working Alone

The faculty of engineering has established rules that ensure the safety of staff and students who may be required to work alone on University property.

Working alone refers to situations where people may be exposed to risks because:

- the area they are working in is remote from others or isolated from the assistance of others because the nature, time or location of their work; or
- it involves the operation or maintenance of equipment, or the handling of a hazardous substance; or
- the work is dangerous for a person to perform alone

Where any of the above is applicable, working alone must be avoided.

For working alone, the following apply:

- Staff and students may work alone in office environments, however, they must have completed the after hours access permission form.
- Staff and students must not work alone in workshops/laboratories where medium to high risk equipment is to be used.
- Emergency assistance – a means of communication to gain assistance in an emergency is available. The telephone in the engineering workshop can be used to contact the emergency services. If this is necessary, University security should also be informed.

## 8. After Hours Access

It is important that the Working Alone guidelines and Risk Management Guidelines be followed at all times.

Normal operating hours for the Thermofluids laboratory are Monday to Friday, 7.30am to 3.30pm. During these times, technical staff is available to monitor the operations of the workshop. Anyone requiring access outside of normal operating hours is required to have formal approval from the academic in charge of the laboratory.

It is a general rule that undergraduate students DO NOT have after hour's access. Undergraduate students requiring after hours access for a specific time or a specific purpose must apply to the Dean of Engineering on the appropriate after hours access form. The after hours access form must be firstly authorised by the academic supervisor and a copy of the OH&S Induction Acknowledgement form (page 2) must be attached.

Research Students requiring after hours access are required to have an approved after hours access form. Before being approved by the Dean, the after hours access form must be approved by the academic supervisor and a copy of the OH&S Induction Acknowledgement form (page 2) must be attached.

When working after hours, the completed after hours access form and Student ID, must be available for inspection by faculty staff or security. If not, you will be required to leave the workshop immediately.

In general:

- Ensure that the doors of buildings are securely closed and locked after entering and leaving the building.
- Ensure that the doors to internal areas are secured on leaving.
- Ensure that you are familiar with the safety rules and emergency contact numbers (displayed in workshop).
- Report to University Security any breaches of security or suspicious behaviour.
- Do not give anyone else security codes, keys or access cards.
- Do not provide access to buildings to unauthorised persons.

No equipment may be operated unless:

- Two persons are present.
- The operator has received training in its use.
- You have permission to use the equipment.

A breach of any of the conditions will result in after hour's access being immediately cancelled. Any future request for after hour's access will require personal consultation with the Dean of Engineering.

## **9. Program Review**

As part of a continuous improvement system, this manual shall be reviewed on a regular basis, or upon recommendation of the Faculty of Engineering Workplace Advisory Committee [WAC].