The Writing Safe Work Procedures Guideline (OHS027) should be consulted to assist in the completion of this form.

**Safe Work Procedure Title and basic description**

**Title:** Laboratory spills management and reporting

**Description:**
Associated risk assessment title and location: POWCS.ORC.RA A5

**Describe the activity or process**

Laboratory spills can take many forms (large, small, chemical and/or biohazard) and sometimes, personal injuries are involved. This SWP describes the overall procedure for the management of laboratory spills and personal injuries and outlines the necessary reporting documents and protocols. This SWP applies to all staff, students and visitors at the Oncology Research Centre (ORC). Appropriate training in the location and use of spills management resources and attending personal injuries may be required.

This SWP describes the procedure for biological spills involving non-GMO and exempt GMO dealings only.

**NB:** This document makes reference to “the first aid officer”. Such an individual is only required in departments with more than 25 personnel. Whether the department has a first aid officer at any given time will therefore alter with circumstances.

**Procedure:**

1. Identify the spill. Is it a non-hazardous chemical, hazardous chemical or biological spill? Combinations of the above spills are also possible. Call for assistance from the OH&S representative or any staff in the vicinity; don’t risk spreading the spill by moving unnecessarily.
2. Indicate if you or other people are injured! Immediate attention is required if injuries are involved.

   (a) Call for assistance from the ORC first aid officer (if any) or the OH&S representative in the assessment of the injury and the implementation of the necessary remedies outlined in the appropriate MSDS(s).

   (b) In the event of an injury or a chemical exposure, if the situation is beyond the scope of the first aid officer’s skill base but still relatively minor, proceed to POWH casualty.

   (c) If the injuries are severe, dial 777 and ask for assistance with a Code Blue Medical Emergency. The correct procedure for this is located on the Emergency Procedures Flip chart located in all laboratories and offices. All emergency staff must be informed of the possible risks before attending the injured person.
Describe the activity or process

3. If you are not injured, assist the OH&S representative and/or the facility manager in restricting access to the facility.

4. Access the appropriate spill kit (biological hazard or chemical hazard).

5. Access the appropriate comprehensive documents detailing the correct spills management procedure
   (a) Biological Spills
       - Section 5 Laboratory Spills AS/NZS 2243.3:2002/Amdt 1:2003 and the UNSW document "Management of Biological Hazardous Spill or Accidental Release of Biological Agents" (NB: these documents are currently under review)
       - For spills involving non-hazardous biological material, bleach is generally sufficient; however, in the event of a more extensive spill the instructions within the spill kit should be followed.
       - Spill kits are located in the PC2 laboratory and the autoclave room. Bleach is available in the main laboratory and in the store room.
   
   (b) Chemical Spills
       - The MSDS followed by the procedure outlined in the chemical spill kit.
       - The chemical spill kit is located in the chemical store in a green-coloured case.
       - Depending upon what chemical(s) is involved, the appropriate respirator may be available in the storeroom

6. Follow the documented procedures to firstly contain the spill, then decontaminate or neutralise it, before cleaning it up. Correct disposal of the neutralised or decontaminated spill and any other contaminated items requires careful thought.

7. Once the spill has been neutralised, prepare all or some of the necessary reporting documents (consultation with the OH&S representative is required for this).
   (a) Accident and work related illness report (UNSW document OHS002)
   (b) Accident and incident investigation form (UNSW document OHS003)

   **Note:** regardless of the incident's nature, all incidents (near miss or actual) and spills that occur at the ORC (for staff, students, visitors or contractors) must be reported to the OH&S representative. This information will be immediately entered into the IIMS (incident information management system) database.

8. Make copies of the reporting forms and send to the Risk Management Unit at UNSW.

9. The risk assessment documents for the procedure that caused the accident are to be consulted and amended. The nature and cause of the accident must be noted. If possible, changes to the protocol to prevent the accident from recurring are to be made or at least extra warnings are to be provided.
List all resources required including plant, chemicals, personal protective clothing and equipment, etc.

- Biological spill kits, located in the PC-2 laboratory and the autoclave room
- Chemical spill kits, located in the chemical store
- Bleach, located in all laboratories and the chemical storeroom
- Respirators, located in the chemical storeroom
- Gloves, gowns, eye-shields, located in all laboratories, the chemical storeroom and the freezer area
- MSDSs, located in the Administrative Office
- First Aid kit, located in the Administrative Office

List potential hazards and risk controls including specific precautions required

List emergency shutdown instructions

List clean up and waste disposal requirements

List legislation, standards and codes of practice used in the development of the SWP

- Section 5 Laboratory Spills AS/NZS 2243.3:2002/Amdt 1:2003
- UNSW document "Management of Biological Hazardous Spill or Accidental Release of Biological Agents"

Supervisory approval, training, and review

Supervisor: Pamela J. Russell  
Signature:

Plant custodian: Pamela J. Russell  
Signature

List competency required – qualifications, certificates, licencing, training - eg course or instruction:

- UNSW Hazard Substances training
- UNSW Bio-Safety and Infection Control training

SWP review date:  
Responsibility for SWP review: