SAFE WORK PROCEDURE

Faculty/School: Faculty of Pharmacy
Initial Issue Date: 19/06/2006
Next Review Date: 01/10/2016

SWP Reference Number: Version: 5 Version Issue Date: 22/09/2015

SWP Title: Biohazard Spill Clean-up
Description: this procedure is applied when there is a spill of biohazard substances

Prepared by: Dr Sarah Cui

Responsible supervisor/s: Research Supervisors and Lab Supervisors

List the Hazards and risk controls as per risk assessment

<table>
<thead>
<tr>
<th>Associated risk assessment reference:</th>
<th>Hazards</th>
<th>Risk controls</th>
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<tbody>
<tr>
<td></td>
<td>1. infection of worker with biohazard</td>
<td>PPE should be applied</td>
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<td></td>
<td>2. Irritation of eyes/skin with disinfectant chemicals</td>
<td>Training</td>
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<td></td>
<td>3. Contamination of environment</td>
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List resources required including personal protective clothing, chemicals and equipment needed

1. PPE: a). gloves, nitrile or latex; b). lab gown (back fastening) with full-length sleeves; c). safety glasses or goggles; d). Hair tied back if long; e). proper enclosed footwear;
2. EtOH (80% v/v), Sodium hypochlorite (MSDS)
3. Spill Kit

List step by step instructions or order for undertaking the task

All lab members working with biohazard microorganisms
1. Are required to read SWP and be competent on Biohazards Decontamination.
2. Are required read SWP and be competent on Autoclave Operations.
3. Are to understand legislations and documentations listed below.
4. Need to understand specific hazards and risks associated with the biological samples they are using before they start work.
5. SWP and risk assessment should be completed by the project supervisor, and new users should complete training before start to work independently.
6. Must know the location and operations of spill kits, eyewashes, safety shower and fire extinguishers before starting work.

Dealing with spills
7. In the event of a spill, make sure other staff working in the immediate area is warned about the spill immediately.
8. Display a spill warning sign near the spill.
9. In the spill involves potentially infectious agents such as human clinical specimens or risk group 2 microbes, vacate the area for at least 30 minutes to allow aerosol particles to settle before commencing clean up.
10. Report all spills to supervisors and Faculty WHS officer x12312 as soon as possible and any external spills outside the building contact the University Biosafety Officer on 9351 14126 or 9351 7910
11. Contain the spill by placing absorbent cloth/ toweling around the spill. Wet the cloth/ toweling with 1% freshly made sodium hypochlorite (bleach) solution.
12. Cover the spill with extra cloth/ toweling, and carefully wet with 1% bleach solution
13. Carefully wipe surrounding surfaces likely to have been contaminated with aerosol using a fresh towel soaked with 1% bleach solution
14. Carefully wipe up the spillage with the soaked toweling and transfer all contaminated material into a plastic biohazard bag provided into the Spill Kit.
15. Dry area with clean toweling, dispose of this toweling into the same biohazard bag
16. The bleach-containing waste should be labelled as “Bleach-containing spill clean-up” and the name /type of the biohazard, then disposed of in the large yellow Biological Waste bin outside the solvent store room number N207. Do NOT autoclave bleach-containing materials!
17. Remove gloves, gown, safety glasses and face mask/respirator and wash hands thoroughly. If lab gown has been contaminated, autoclave this ASAP.

**List emergency shutdown procedures**

In the event of emergency shutdown, keep minimal exposure of biohazard/GMOs samples, leave a sign close to the spill, and leave the area. Follow local emergency procedure and approach emergency contacts.

**List Emergency procedures for how to deal with fires, spills or exposure to hazardous substances**

In the event of a fire emergency evaluation, make sure the local warden and chief warden are warned about the spill. Follow local emergency procedure and approach emergency contacts.

**List Clean up and waste disposal requirements**

Refer to above procedure and SWP for Hazardous Waste Disposal

**List references used in the development of this SWP, e.g. codes of practice**

1. University WHS website: sydney.edu.au/whs
2. AS/NZS 2243.1:2005-Safety in Laboratories: Planning and Operational Aspects
3. AS/NZS 2243.3:2010-Safety in Laboratories: Microbiological safety and containment
4. AS/NZS 2252.4:2010-Biological safety cabinets Classes I & II-Installation and Use
5. OGTR Guidelines for Certification of a Physical Containment Level 2 Laboratory (v.3.1)
6. Risk assessment for biohazard spills
7. Risk assessment and SOP for Risk group 2 microorganisms and / or Animals + Animal Tissues and / or Humans/ human tissues
8. Work Health and Safety Act 2011
9. NSW Poisons and Therapeutic Goods Regulation 2002
10. WorkCover NSW Code of Practice – Control of Workplace Hazardous Substances 2006
12. University's WHS Policy

**List competency required – qualifications, certificates, licensing, training - e.g. course or instruction:**

The staff and students who completed sufficient training and obtained swipe card access to the research laboratory could handle the clean-up procedure.

**Staff approved to assess competence for this SWP**

Research Supervisors and Lab Supervisors
In signing this section the assessor agrees that the following persons are competent in following this SWP.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date Competent</th>
<th>Name of Assessor/Authoriser</th>
<th>Assessor/Authoriser signature</th>
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