SAFE WORK PROCEDURE

Faculty/School: Faculty of Pharmacy  
Initial Issue Date: sep 2009  
Next Review Date: Oct 2017  
SWP Reference Number:  
Version: 4  
Version Issue Date: Oct 2016  

SWP Title: Eyewash and Safety Shower Use and Testing  
Description: this procedure is applied when using and testing eyewash and safety shower  
Prepared by: Dr Sarah Cui  
Responsible supervisor/s: Research Supervisors, Laboratory Managers

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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<tr>
<td></td>
<td>1. the shower head is too high to reach</td>
<td>Use proper equipment</td>
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<td>2. splash water</td>
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List resources required including personal protective clothing, chemicals and equipment needed

1. A stable ladder if required  
2. Shower sock and wheelie bin  
3. Drying towel

List step by step instructions or order for undertaking the task

Use of Eyewashes and Safety Shower for splash into eyes or body/clothing
1. Allow water to run through eyewash to eyes for 15 min at least or until medical assistance arrives  
2. Pull down the handle firmly to start the shower; stay under the shower for 15 min at least or until medical assistance arrives  
3. Clean up any spills on the floor with mop or paper towel, as appropriate.

Eyewashes need to be tested once per week as follows:
1. Eyewashes drain directly into sinks --no accessory equipment necessary  
2. Turn on eyewash either using push-lever or pulling eyewash away from the wall  
3. Ensure a strong flow rate --at least 50% of maximum (not just a trickle of water)  
4. Allow water to run through the eyewash for 10 seconds for testing, then switch off  
5. Clean up any spills on the floor with mop or paper towel, as appropriate  
6. Fill in performance test document adjacent to eyewash.

Safety shower need to be tested once per week as follows:
7. Obtain accessory equipment from designated station, including:  
   --shower sock attachment  
   --wheelie bin to catch the flowthrough water  
   --ladder (optional)  
8. Place the end of the shower sock with the string tighter over the shower head  
9. If you need a ladder, use care! do not step above the 3rd-from-top step  
10. Tighten string such that the top end of the sock is firmly attached to the shower  
11. Place lower end of sock into the slot in the lid of the wheelie bin  
12. Turn on shower by pulling the handle down firmly  
13. Ensure a strong flow rate--at least 50% of maximum (not just a trickle of water)
14. Allow water to run through the shower for 3-5 seconds for testing, then switch off
15. Clean up any spills on the floor with mop or paper towel if necessary
16. Fill in performance test document adjacent to shower
17. Empty water from bin into gutter in loading dock outside MMB building
18. Return bin and sock to designated station

List emergency shutdown procedures

In the event of emergency shutdown, alternative eyewashes or safety shower may required, notify other lab members. Follow local emergency procedures 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 alternative eyewashes and safety shower may required. Any incidents resulting in injury must be reported to your supervisor immediately and via the online incident report form within 24 h. Near misses (dangerous situations not leading to an incident) should also be reported. Follow local emergency procedures and approach emergency contacts.

List Clean up and waste disposal requirements

Water spills must be cleaned up immediately, eg. using paper towel

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

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

Faculty Facilitator is in charge of weekly testing. Lab supervisors and lab managers should provide training to users on how to operate eye washes and safety shower

Staff approved to assess competence for this SWP

Research supervisors and Lab supervisors/ managers
## SWP Sign off sheet

**SWP name and version:**

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 Assessor/Authoriser</th>
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