

Safe Work Procedure

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Document Details

Enter the details of the document. The [Safe Work Procedures Guideline \(HS027\)](#) should be consulted to assist in the completion of this form.

Document Number SCI-BABS-SWP-3890 Current Author Lucien Alperstein Original Author Helene Lebhar

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Title * CPM_Use of incubators

Faculty * Science

School * School of Biotechnology and Biomolecular Science

Approver * Christopher Marquis

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OR

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Next Review Date Reminder 1 day 5 days 10 days 15 days 30 days 45 days 60 days 90 days

Safe Work Procedure Details

Safe Work Procedure Description Safe operation of incubator for incubation of biological samples

Locations KENC-F25-L1-124;KENC-F25-L1-128;

Related Legislation, Standards, Codes of Practice etc. * WHS Act 2011; WHS Regulations 2017

Related Safety Documents

Related Equipment

Related Activities

Hazards and Risks

Use this section to list each task/scenario and its associated hazard and risk. You can choose multiple tasks by clicking on 'Add

Hazard Category *	Biological
Controls *	PPE, ensure Bunsen connection is correct, work within BSC II for respiratory pathogens or for work involving aerosol production, do not resheathe needles. Use containment labs as required, prior training, spills procedures.
Hazard Category *	Chemical
Controls *	PPE, MSDS, training in use of hazardous substances, spills procedures, fume hoods for flammables, corrosives, toxics.
Hazard Category *	Electrical
Controls *	Routine tagging and testing of equipment, visual inspection prior to use, do not use damaged equipment until repaired, don't use near water, flammables or explosives, don't use double adaptors or over load power outlets, care with placement of cables.

Safe Work Procedure Instructions

Resources Required	PPE including laboratory coat/gown, closed-in shoes, safety glasses, appropriate protective gloves, face masks/respirators as required and tying back of long hair. Shaking incubator + appropriate clamps to match flasks/bottles/tubes to be used, biological samples for incubationDisinfectants and other items for dealing with spills etc
Instructions *	Before commencing the work wear the required personal protective equipment (PPE) as follows: <ul style="list-style-type: none">• Full sleeve laboratory grown• Latex or nitrile gloves

Operation:

1. These incubators are tested by the manufacturer prior to delivery and are ready for immediate use after installation.
2. Check the temperature, open the door of the incubator and place any items on the shelves in a neat, orderly manner.
3. All items must be properly labeled with regards to contents, hazard or warning symbols, owner, research group and date.
4. Avoid leaving the door open for long periods of time.

5. Close the door gently but firmly. Ensure that the door is closed.
6. If the incubator has been turned off, consult the Infrastructure Manager to determine if there is a problem that would preclude its use. If there is no problem, turn the incubator on and allow the temperature to stabilise prior to use. (This may take overnight.)
7. Periodically verify that the temperature of the incubator matches the temperature set point or is close to it.
8. Report any spills or other issues to your lab supervisor and contact the Infrastructure Manager.

If there is a problem with the incubator, please contact the Infrastructure Manager immediately. Secure your work and turn off power sources and gas supply (if applicable), remove PPE. Advise others in the laboratory of the situation and report any fault or incident causing the shutdown to Lab Supervisor, School H&S representative or Facilities (FM Assist x55111). For emergencies contact UNSW Security on x 56666.

Fire: Cover the fire with a fire blanket if it can be fully contained underneath the blanket otherwise use a fire extinguisher. Carbon dioxide or dry powder is suitable. Be prepared for re ignition, especially if equipment is involved: do not leave the scene unless fumes or smoke become hazardous

Exposure: remove contaminated protective clothing and examine your clothes for contamination which may have soaked through. If day clothing is contaminated, remove, and wash skin under running water immediately for 15 minutes or until medical attention arrives. Assess if any person requires medical attention – contact first aid officers if required. Advise others of the situation and clear the laboratory if required.

Spill:

See SCI-BABS-SWP-665 for dealing with biological spills

See SCI-BABS-SWP-666 for dealing with chemical spills.

Report incident to Lab Supervisor and School H&S representative.

For emergencies contact UNSW Security on x 56666.

see SCI-BABS-SWP-659 for General waste disposal

see SCI-BABS-SWP-670 for Chemical waste disposal

see SCI-BABS-SWP-663 for Biological solid waste disposal

see SCI-BABS-SWP-664 for Biological liquid waste disposal

Cleanup and Waste Disposal Instructions

Competency and Training Required

Tertiary education in related field plus appropriate training (eg UNSW Lab Safety Awareness) in procedures.

Competency Levels *

[1. Read Document](#)

Only add descriptions below for competency levels chosen above

Training Description

Knowledge Test Description

License/Cert Description

Other Competency Description

Additional Documents

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