





<b>SWP No</b> FOSH-SWP081	<b>Category-</b> Biological	<b>Date of last review</b> 3.03.2025
<b>Activity / Task / Equipment</b> This activity involves the collection, staining and observation of the staff/students own cheek cells.		

All users MUST review this SWP prior to use to:

- ensure safe practice for operator & equipment; and
- prevent injury to all workers

<b>1) Personal Protective Equipment</b>  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">             Eyewear         </div> <div style="text-align: center;">             Gloves         </div> <div style="text-align: center;">             Footwear         </div> <div style="text-align: center;">             Clothing         </div> </div>	<b>Safety Warnings</b>  Glass slide and cover slip- potential broken glass  Electrical Device – potential shock
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## 2) Residual Risk Level *(refer to relevant Risk Assessment and CSU risk matrix)*

<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Very high</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 3) Procedure *(Include a description of all steps involved in the performance of the task)*

**NOTE:** All PPE required must be listed and the minimum PPE for each chemical must be included as per the relevant SDS

Step	Description Task/Activity step	Possible Hazards	Safety Controls
1)	<b>Before you start:</b>  Ensure you are wearing gloves, apron and safety glasses prior to starting this experiment.  Ensure there is a sharps container nearby to dispose of microscope slide and toothpick once finished.	NA	NA.
2)	Obtain a clean glass slide and coverslip.	Injury due to cutting skin on the edge of a glass microscope slide.	*Adequate instruction/supervision by teaching staff and laboratory staff. *Academic and laboratory staff ensuring compliance

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			<p>with the laboratory rules and safety requirements.</p> <p>*Use of PPE (gloves, disposable aprons, safety glasses).</p> <p>*Use of approved anti-viral/anti-bacterial cleaning agent for washing hands.</p> <p>*All waste handling and disposal according to statutory requirements.</p> <p>*First Aid access.</p>
3)	Scrape the inside of your cheek with clean toothpick.	Injury caused by toothpick or glass slide.	<p>Adequate instruction/supervision by teaching staff and laboratory staff.</p> <p>Toothpick disposed in sharps container immediately after transferring smear onto slide.</p>
4)	Spread the scraping from cheek onto centre of slide to form a thin smear.	Injury caused by toothpick or glass slide.	
5)	Allow to dry, then add ONE drop of dilute methylene blue to stain cells.	Possible health related effects due to dilute methylene blue exposure. However this is a non-hazardous chemical.	<p>Access to safety shower and eye wash facilities.</p> <p>Use of PPE.</p> <p>First aid access.</p>
6)	Cover stained smear with coverslip, blot excess methylene blue with kimwipe.		
7)	Cover stained smear with coverslip, blot excess methylene blue with kimwipe.		
8)	View slide under microscope	Portable electrical equipment	<p>*Adequate instructions/supervision by teaching staff and laboratory staff.</p> <p>*Academic and laboratory staff ensuring compliance with the laboratory rules and safety requirements.</p> <p>*Annual test and tag of microscopes</p>

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			*First Aid success.
9)	<b>When you finish:</b>  *Ensure all waste are disposed correctly. Toothpicks, slides and coverslips to be disposed in sharps container. Ensure microscope slides are not left on microscopes.  Ensure work space is left clean and tidy.  Remove gloves and apron carefully and wash hands in designated handwashing sink.		

<b>4) Supporting documentation/additional information</b>  NA
<b>5) In the event of Incident or Emergency:</b>  Follow facility guidelines for emergency and/or incident management. Follow all instructions provided by the Warden Call nearest First Aid Officer and University Security 1800 931 633 If ambulance required. Call an ambulance (000), nearest First Aid Officer and University Security 1800 931 633 When safe to do so, lodge incident report on the University's Protecht database and notify the Facility Manager.  <div style="display: flex; justify-content: space-between;"> <span><b>Police/Ambulance/Fire: 000</b></span> <span><b>CSU Security : 1800 931 633</b></span> </div>
<b>6) Responsibilities:</b>  <b>The Facility Manager is responsible for:</b> <ol style="list-style-type: none"> <li>1. Ensuring all operators are inducted.</li> <li>2. Identifying the training required.</li> <li>3. Organising training if required.</li> <li>4. Ensuring this SWP is reviewed and kept up to date.</li> <li>5. Maintaining appropriate training records.</li> <li>6. Organising and monitoring maintenance and repair.</li> <li>7. Ensuring appropriate PPE is available.</li> </ol> <b>The Users (Academic and Technical Staff) are responsible for:</b> <ol style="list-style-type: none"> <li>1. Completing a Facility Induction with the Facility Manager or delegate</li> <li>2. Being appropriately qualified to work in the Facility.</li> <li>3. Completing required training and signing training register.</li> <li>4. Requesting additional training if required.</li> <li>5. When appropriate being assessed as proficient in a specific task before undertaking the task alone.</li> <li>6. Reading and agreeing to follow SWP by signing training record.</li> <li>7. Ensuring nearby personnel are aware of any potential hazards.</li> </ol>

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<p>8. Academic staff are responsible for the supervision of undergraduate students in their class.</p> <p><b>Students:</b></p> <ol style="list-style-type: none"> <li>1. Complete a Facility Induction.</li> <li>2. Complete training as required and signing appropriated training register 9post grad).</li> <li>3. Reading and agreeing to follow SWP by signing training record (post grad).</li> <li>4. Not be in the Facility alone unless prior approval has been granted.</li> <li>5. Follow the instructions of Academic and Technical Staff.</li> </ol>
<p><b>7) References</b> (including manuals, Standards or Acts):</p> <p>NA</p>
<p><b>8) Training Requirements/Competencies:</b></p> <p>Only nominated and trained persons are to use this equipment. Training in accordance with this SWP with guidance from authorised personnel.</p>
<p><b>9) Engineering Details, Certificates, SafeWork NSW Approvals:</b></p> <p>NA</p>
<p><b>10)Maintenance Requirements:</b></p> <p>Test &amp; Tag - AS/NZS 3760:2010</p>
<p><b>11)Waste Disposal Requirements:</b></p> <p>Toothpicks – sharps container Glass microscope slides – sharps container Coverslips – sharps container Kimwipe and tissues – general waste bin.</p>

**SWP Assessment Control** *(please insert digital signatures)*

Assessed By	Recommended By	Approved By
<div>X</div> <div>Name:</div> <div>Date:</div>	<div>X</div> <div>Name:</div> <div>Date:</div>	<div>X</div> <div>Name:</div> <div>Date:</div>
<div>X</div> <div>Name:</div> <div>Date:</div>	<div>X</div> <div>Name: Kylie Kent</div> <div>Date: 3.03.2025</div>	<div>X</div> <div>Name:</div> <div>Date:</div>

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## Risk Rating Guides and Hierarchy of control

Please consult the [Risk Management Guidelines](#) for the complete risk guidelines (including impact ratings) and the [Risk Appetite Statement](#) for risk tolerance.

Risk Likelihood Ratings Guide		
Likelihood Rating	Description	Indicative Frequency of Occurrence
<b>5. Almost Certain</b>	The event will occur within the planning period.	Greater than 90% chance of occurring/known to occur every year.
<b>4. Likely</b>	The event is likely to occur within the planning period.	51% to 90% chance of occurring/once every 1-2 years.
<b>3. Possible</b>	The event may occur within the planning period.	30% to 50% chance of occurring/once every 2–3 years.
<b>2. Unlikely</b>	The event is not likely to occur in the planning period.	5% to 30% chance of occurring/once every 3–5 years.
<b>1. Rare</b>	The event will only occur in exceptional circumstances.	Less than 5% chance of occurring/once every 5–10 years.

Level of Risk	Recommended Action
<b>Low:</b>	Manage risk with existing controls in place
<b>Medium:</b>	Acceptable provided current and additional controls are verified as effective and in place by the site, task or activity manager or their delegate
<b>High</b>	Only acceptable if it is not practicable or efficient to reduce the level of risk and approved by Division or Faculty head or their delegate
<b>Very high</b>	Not permitted unless approved by the executive leadership team. If approved, long term reduction plan required.

Risk Ratings Matrix					
Risk Matrix	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
<b>5. Almost Certain</b>	Medium	High	High	Very High	Very High
<b>4. Likely</b>	Medium	Medium	High	High	Very High
<b>3. Possible</b>	Low	Medium	Medium	High	High
<b>2. Unlikely</b>	Low	Low	Medium	Medium	High
<b>1. Rare</b>	Low	Low	Low	Low	Medium

Hierarchy of control		
Level	Control	Abbreviation
1	<b>Elimination-</b> e.g eliminate the chemical or hazard by use of alternative means.	<b>ELI</b>
2	<b>Substitution-</b> e.g. substitute with a safe chemical.	<b>SUB</b>
3	<b>Isolation-</b> isolate or separate the person from the hazard.	<b>ISO</b>
4	<b>Engineering-</b> engineering solution e.g. fume cabinet.	<b>ENG</b>
5	<b>Administration-</b> use of procedure, safe working procedures and / or training.	<b>ADM</b>
6	<b>PPE -</b> use of personal protective equipment.	<b>PPE</b>

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