

HAZARD MANAGEMENT SAFE OPERATING PROCEDURE (SOP)

Only to be completed where required as a control measure under a Risk Assessment

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| NAME OF THE TASK/ACTIVITY | STRUERS TEGRA POL AUTOMATIC POLISHER | DATE | 20/02/2020 |
| LOCATION | ADELAIDE MICROSCOPE GEORGE ROGERS LABORATORY, HELENYON NORTH, NB12 | Insert photo (Optional) | |
| RISK ASSESSMENT (RA) NAME | Struers Tegra Pol | | |
| Residual risk rating on the RA | Low Medium High Very High | | |
| Hazards identified on the RA | Caught on rotating parts Contact with electricity or potential for electric shock Contact with hot object or friction burn | | |
| PERSONAL PROTECTIVE EQUIPMENT | | | |
| | Eye protection: Safety glasses • Eye shields • Safety goggles • Other: | | |
| | Hand protection: Rubber • Cut resistant • Leather • Vinyl • Neoprene Nitrile • Barrier creams • Other: | | |

The rotating magnetic polisher operates at high speeds and has the potential to cause friction burns or serious injury if touched during operation.

Samples MUST be placed in the sample mount and not held by hand during operation of the instrument.

Users must not place their hands in the vicinity of the instrument during operation to avoid injury and damage to the instrument.

Procedural Controls:

Adelaide Microscopy has a designated Radiation Officer who holds a Radiation license from the EPA.

All new users must have a practical demonstration of the operation of the machine from a member of Adelaide Microscopy. Users should operate the instrument in accordance with the manufacturer supplied operating instructions to avoid damage to the instrument.

The safe handling of general laboratory items is detailed in the Adelaide Microscopy laboratory general safety procedures.

Low stocks of consumable items (gloves, paper towel etc.) should be reported to a member of AM staff.

General Procedures:

1. Make sure that the polishing disc is correctly mounted with the driving pins engaged with the table
2. Keep clear of the rotating disc and sample mover during automatic operation
3. Care with moving parts must be taken during manual polishing
4. Do not attempt to remove a sample from the tray while the disc is running
5. Do not leave this equipment unattended for long periods of time.

Cleanliness at all times is a requirement of use:

6. Wipe up all spills immediately
7. Control all rinse solutions appropriately

On completion of work steps to make safe (including clean up, any waste disposal & service/maintenance requirements)

After use:

1. Wash all parts with water
2. Dry and store all parts with the instrument
3. All lapping discs must be stored appropriately
4. Turn off power to instrument at the end of the session
5. Turn off mains water tap

Emergency and Spill Procedures, Transport or storage requirements (where relevant), First aid/Medical

In the event of an injury, please advise an Adelaide Microscopy staff member and first aid officer for treatment and the local representative to report the incident.

Prepared by

People involved in the drafting of this SOP
 Person authorising the SOP

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| Warning | This process is uncontrolled when printed. The current version of this document is available on the HSW Website. | | | |