

BIOSAFETY MANUAL



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Usage of Tools

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Purpose of procedure

This procedure has been developed to ensure the proper use of tools in the RTPC2 facility

Scope

This procedure is applicable to all authorised users

Responsibilities

The RTPC2 manager to ensure authorised users are well-briefed and trained before using any tools

Steps

Before using any greenhouse tools (shovel/cutter/pot/tray/scoop, etc.):

- Check availability of tools with the facility manager
- Put on proper PPE
- Enter the preparation room
- Put on plastic apron
- Get the desired tool from the dedicated tool storage compartment
- Sign in the tools record book
- Wipe down tool with disinfectant (Refer SOP16)

After using any greenhouse tools:

- Clean the soil and remove all dirt from the tool
- Wipe down tool with disinfectant (Refer SOP16)
- Place back tool on the dedicated tool storage compartment
- Remove plastic apron and hang it onto designated hanger
- Report breakage, loss or malfunction of any tool to the facility manager

Note:

Tools provided in the facility is used within this area only

Training required

1. Laboratory induction (including the laboratory safety manual)
2. Emergency response plans
3. Correct use of personal protective equipment and tools

Location

Preparation room