<table>
<thead>
<tr>
<th>No</th>
<th>Description/Details of Steps in Activity</th>
<th>Hazards</th>
<th>Possible Accident / Ill Health &amp; Persons-at-Risk</th>
<th>Existing Risk Control (Mitigation)</th>
<th>Severity</th>
<th>Likelihood (Probability)</th>
<th>Risk Level</th>
<th>Additional Risk Control</th>
<th>Severity</th>
<th>Likelihood</th>
<th>Residual Risk Level</th>
<th>Person Responsible</th>
<th>By (Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Apply for Confocal Training and get access to Confocal lab</td>
<td>Electrical equipment (microscopes, halogen lamps, mercury lamps, scanners, cameras and computers)</td>
<td>Electric shock</td>
<td>User to complete accordingly</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Switch on buttons to initialize system. Log into user account on imaging work station.</td>
<td>Biological hazard - biological samples</td>
<td>Infection due to contact with spill of infectious biological samples.</td>
<td>User to complete accordingly</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Put your samples on microscope stage.</td>
<td>Chemical hazard - immersion oil is irritant</td>
<td>Skin irritation in case of contact of the immersion oil.</td>
<td>User to complete accordingly</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Eye search for the interested view of your specimen.</td>
<td>Sharp hazard - Glass slides and coverslips</td>
<td>Minor cut from broken glass</td>
<td>User to complete accordingly</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td>Light source such as LED</td>
<td></td>
<td>Eye damage from UV light (UV-A, UV-B &amp; UV-C) exposure.</td>
<td>User to complete accordingly</td>
<td>2</td>
<td>1</td>
<td>2</td>
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</table>
**Radiation hazards - Lasers**

1. Follow NUS/OSHE/M/13, NUS Laboratory Laser Safety Manual. 2. Attend OSHE non-ionizing radiation training course by following OSHE_SOP_GE_04_LumiNUS_Instructions for Learners R9_150719. 3. Get help from facility staff when you encounter any problem. 4. Maintenance only to be performed by authorized personnel. 5. N3 license is required to operate PE and Lieca confocal. I. When use PE spinning disc, keep environmental enclosure closed and do not look at laser beam. II. When use FV3000 confocal, keep the enclosure box doors closed all the time. III. When use LSM900, cover sample with provided stage cover all the time during imaging acquisition.

**Ergonomics - strain on back**

Ergonomics - strain on back: Postural damage from extended periods of time working at microscope and computer. Maintain good posture at all times whilst working at the microscopes and computers. Take a break every 15 min when you continuously work with microscope/computer.

**Biological hazard - biological samples**

Infection due to contact with spill of infectious biological samples.

**Chemical hazard - immersion oil is irritant**

Skin irritation in case of contact of the immersion oil.

**Sharps hazard - Glass slides and coverslips**

Minor cut from broken glass. Carry slides/cover slips in suitable container. Dispose of any broken slides/cover slips immediately in Sharps containers provided. Disposal sharps bin by following DBS_SOP_012-Chemical Waste Disposal in DBS.

**Electrical equipment**

Electric shock: 1. All users have to take Confocal training course before they are allowed to access the confocal systems. 2. Follow Use of Confocal in DBS Confocal Microscopy Lab (SOP DBS/SOP/021), touch those labeled buttons only. 3. Facility staff should do regular checks of power cord for fault, fraying or wear and regular electrical safety checks. 4. Maintenance should be carried out by authorized person only.
<table>
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<tr>
<th>Biological agents</th>
<th>Infection by contact with infectious biological samples.</th>
<th>User to complete accordingly</th>
<th>2</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
</table>

| After office usage | Collapse without alarm | Inform lab members if you plan to work in confocal lab alone after office hours. | 1 | 1 | 1 |

**Conducted By**

User to complete accordingly

User to complete accordingly

**Approved By**

User to complete accordingly

User to complete accordingly

User to complete accordingly

Name

Signature

Approval date

Next Revision date

(Maximum 3 years)