

HYDROFLUORIC ACID USE COMPETENCY CHECKLIST

REFERENCE: [Hydrofluoric Acid Management Guidelines](#)

HF is only to be handled by laboratory workers who have been adequately trained and assessed as competent in its use. There are 2 parts to the training and competency process for HF:

- Part 1: [Online HF Awareness Training](#)
- Part 2: HF Use in the Laboratory

This checklist is to be used to document Part 2 and is a practical assessment based in the relevant laboratory.

SECTION 1: Assessment Details			
Trainee Name:			
Assessor Name:			
Laboratory:	Date: / /		
Prerequisites	✓	X	N/A
Part 1: Online HF Awareness Training	<input type="checkbox"/>	<input type="checkbox"/>	
Faculty Induction (eg Working Safely in SMAH or EIS Laboratory Safety Induction)	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 2: Competency Checklist - to be completed by the Assessor			
The trainee has competently completed the following for Safe Work Procedure: UOW _____			
1. Prepared the work area and them self by:	✓	X	N/A
Making sure they had a HF buddy who was also trained in responding to a HF emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alerting others in the area that HF is about to be used (e.g sign for door)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checking that calcium gluconate was easily accessible and in date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checking that other emergency equipment was accessible and working (eye wash, emergency shower, HF spill kit, fire extinguisher)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checking that the fume-hood and scrubber was on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wearing appropriate protective clothing and equipment (double gloves / goggles / face shield / splash apron and lab coat) and checking the equipment before use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. During the procedure the trainee:	✓	X	N/A
Placed the HF suitable reagent bottle (not glass or squirt bottle) in a spill tray before dispensing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lowered the fume-hood sash as far as practicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carefully added reagents to the vials in a controlled manner, with the dispenser tip pointing away from the body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Added reagents in correct order and volume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lowered the fume-hood sash completely while process was taking place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placed an experiment in progress sign on the fume-hood sash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. When the process was complete the trainee:	✓	X	N/A
Rinsed any dispensers thoroughly with water in the HF residue container	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wiped down bench surfaces in fume-hood after spraying with sodium bicarbonate solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washed gauntlets gloves well with a stream of water and then checked for integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposed of disposable nitrile gloves into HF waste bin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washed their hands thoroughly after removing gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neutralised and disposed of HF waste into HF waste container	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Comments

SECTION 3: Competency Signoff - *to be completed by the Assessor*

I deem the following staff /students to be competent in the use of Hydrofluoric Acid:

Signature:	Date: / /
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Completed form is to be sent to whs-admin@uow.edu.au. Assessor and Trainee to keep a copy.