

## Campus West Induction

Name:  Access needed to (*Please tick*) Shed 76  Shed 77

Reason for access:	
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Postgrad (End of Candidature date):	
Postdoc (End of Contract date):	
RA's (End of Contract date):	
Fixed-Term Staff (End of Contract Date):	
Ongoing:	

### Safety

- Explanation of Duty of Care and that it applies to all users, regardless of physical presence.
- Explanation and completion of risk assessment for project and maybe specific practices or protocols.
- Alert to web based University / School OS&H policies and procedures.

### Emergency Procedures

- Location, types and appropriate use of fire extinguishers and blankets.
- Location and explanation of Emergency Evacuation notices.
- Location of fire exits and assembly area.
- Location of first aid kits and first aiders.
- All accidents, near misses and hazards must be reported ASAP via the online reporting system, and to the supervisor, Safety rep and Area Manager.

### Personal Safety

- Appropriate footwear- enclosed shoes worn at all times.
- Working alone- keep roller door open, NowForce app.
- Working alone in the fridges and freezers is prohibited.
- Inform security after hours.

### General

- The area is not for experimental setup.
- Sample processing benches are available as designated.
- Desk areas to be kept free when not in use and will not be assigned.
- Area is to be kept tidy with no trip hazards.
- Only electrical equipment that is 'fit for purpose' is to be used.
- All electrical equipment needs to be tagged and tested.
- All benches to be kept clear for working space.
- Only store samples and equipment on the shelves allocated for storage or in designated areas.
- Location and purpose of glass and rubbish bins.
- Unsafe work practices

## Chemical Hazards

- All spills (including water) cleaned up immediately.
- Location of nearest spill kit, dustpan & brush, mop and paper towels.
- Portable fuel tanks to be stored in flammable cabinet.
- Sheds are not a hazardous chemical storage area.

## Driving

- The speed limit is 10km/hour.
- Boats and trailers are to be driving via the road at the back.
- Boats and trailers must not be driven under the overhanging awning near shed 1.
- If reversing a car, trailer or boat ensure people are clear.
- A boat mover is available.
- A parking bay for overnight research trips will be provided in each shed and is only available via prior arrangement with Area Manager

## Wash-down Area

- For all research equipment including cars boats, trailers, dive gear etc.
- Any mud, sticks, weeds, seagrass, algae, cable ties, flagging tape etc. must be hose out of the wash down area and disposed of appropriately after each use.
- A hose is available in each shed.
- The hose must be coiled and returned to the shed after each use.

## Security and Maintenance

- Area users responsible for security of sheds and equipment.
- After Hours procedures.
- For problems with power, gas, water, lighting, air conditioning and room fittings make maintenance request on ext. 5554.
- Do not use unfamiliar/suspect or faulty equipment.

## Shelving

- Must be rated for load.
- Secured to wall or cage.
- Supplied by researchers.

**The Area Manager reserves the right to revoke access for non-compliance.**

Name of Inductee:		Signature:		Date:	
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Name of Approver:		Signature:		Date:	
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