

# ACCESS TO MADA FACILITIES

Access to facilities is determined by the level of risk associated with use of equipment and resources in each area; risk bandings include low, medium and high risk.

Access is available for staff and enrolled students up to approximately mid-December each year, with restricted access during the end of year show and non-teaching periods.

## Access to Low Risk Areas

### 1 General

All staff and currently enrolled MADA students are entitled to unsupervised access in areas which have been designated as low risk or general access areas.

Access is by electronic swipe entry via your staff/student card 24 hours a day 7 days a week.

Exemptions may apply.

### 2 General Access - All MADA Students

General Access areas include open work areas in your department, project assembly spaces and Faculty project assembly spaces such as the ground floor area in Building G.

Access may be restricted or suspended if students do not follow safe usage requirements as outlined below in *Safety rules: MADA Spaces* or as per induction.

### 3 Computer Labs

Access to MADA computer labs and rooms is via your staff or student card.

Apply for access at: <https://locate-a-lab.apps.monash.edu/>

- Choose Monash Art, Design and Architecture (MADA) from the drop down list
- Select the areas and systems for which you require access.
- Register your request for additional access where required (some rooms are available 24/7).
- Your staff or student card will be updated with access in 3 to 5 working days.

## Access to Medium Risk Areas

#### 4 Digital Fabrication Workshop: Including Laser Cutting, 3D Printing etc.

Building G Level 1, Rooms 17 and 18 (G1.17 and G1.18)

Monday - Friday 9am – 12 midnight

Some equipment in the Digital Fabrication Workshop is classified as a **medium-risk**.

Other areas are designated **high-risk** and require additional induction to access.

For further information and access to the Digital Fabrication Workshop please visit:

<https://moodle.vle.monash.edu/course/view.php?id=41339>

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#### 6 Studio Access: Higher Degree by Research Students

Building C Level 6, Room 01 (C6.01)

Specific studio access is authorised for Masters by Research and PhD Students with approval from the Graduate Research Office (on behalf of the Head of Department).

An induction training session is required for these areas.

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#### 8 Studio Access: Coursework Masters Students

Building F Level 3, Room 30 (F3.30)

Specific studio access is authorised for Master's by Coursework students with approval from the Department Administrative Officer (on behalf of the Head of Department).

### Access to High Risk Areas

#### 9 Workshops

Access to the various MADA High Risk workshops is organised by your lecturer to support teaching in relevant units e.g. Sculptural Construction SCU1022. Please discuss your workshop needs with your lecturer or unit coordinator for your course or unit.

High Risk Workshop access is subject to the following restrictions:

- Only available to students enrolled in units with specific workshop requirements
- OHS requirements including undertaking specific workshop induction or training
- Timetabling of classes
- Equipment maintenance schedules

MADA has a range of studios, workshops and facilities for more information please visit:

<https://www.monash.edu/mada/about-us/facilities>

### Academic Staff

If a student or class requires workshop access, please contact relevant technical staff to discuss the training requirements via: <http://www.intranet.monash/mada/academic/loan>

Please Note: Students should not be sent to workshops as first contact.

If you require after-hours access to an office, teaching space or other MADA area please visit this page:

<http://www.intranet.monash/mada/academic/afterhoursstaff>

### Conditions of Use

#### 10 Safety rules: MADA Spaces

- Adhere to all local OHS requirements, if unclear seek support from MADA staff.
- Fixatives, enamel paints and aerosol spray painting are not permitted in the studios.
- No food or drinks, etc. is to be consumed or stored in the studios.
- Wash your hands thoroughly after working in the studios.
- Maintain thoroughfares within each studio, free from clutter and trip hazards.
- Maintain a clean and safe studio.
- Be respectful of others' studio spaces.
- Tape down any trailing electrical leads and remove when not in use.
- All substances and materials brought into the studio must be supported by a current Materials Safety Data Sheets (M.S.D.S) and a copy of this placed in the M.S.D.S register. Speak to your local technician regarding this.
- Use, handle and store materials and substances as outlined in training, specific instruction and MSDS documentation.
- Store all chemicals in dangerous goods cabinets. (Yellow cupboard)
- Pour all paint waste into the waste chemical waste container.
- Do not leave chemicals, paints etc. open or uncovered, replace lids after use.
- Dispose oily rags into the oily rag tins and not into general-purpose rubbish bins.
- Dispose all other general rubbish into the wheelie bins provided.
- Do not pour paint down the sink.
- No power tools are permitted in the studio unless use is supervised or signed off by MADA staff.
- The use of equipment must be in business hours and in accordance to training and OHS requirements.
- Portable electrical equipment must be tagged and tested in accordance to AS3760.
- Double adaptors are not permitted in studios.
- Be familiar with all emergency evacuation procedures.
- Comply with all signage.

## Conditions of Use: After 6pm

### 11 Buddy System

After 6pm to continue to work in a MADA space there must be a minimum of two enrolled MADA students present. We call this the *Buddy System*.

Buddies should check in with each other at least every 30 minutes while working and arrange to finish working at the same time.

Due to occupational health and safety requirement visitors are only allowed in MADA spaces with the prior permission of the Head of Department or delegate.

### 12 Additional Safety Conditions After 6pm

- Power tools are not to be operated.
- Do not lift or handle heavy or cumbersome objects.
- Do not prop open windows or doors.
- Ensure doors are locked securely when you leave.
- Students must never share access codes or cards.

## Security on Campus

Monash Security staff undertake regular checks of facilities and exits. Officers patrol our campuses on foot, by bike and in cars – day and night, 7 days a week.

For security assistance on any campus, call 9902 7777 or dial 27777 from a Monash phone.

### 13 In Emergencies:

For urgent police, fire or ambulance help, call **000**.

If you ever feel unsafe getting around campus, security officers are available to escort you to your car, public transport, taxi pick-up points, colleges or other locations on or in the near vicinity of the campus. This free 24 hour service is available to all students and staff from anywhere on campus.

### 14 Access problem?

If you've applied for access but your student card has not been updated or does not work, please contact Caulfield Security.

