







Building 82 New Horizons MIME PC2 Laboratory Requirements for Users

<p>Induction and Training</p> 	<p>Users of the New Horizons MIME PC2 laboratory will:</p> <ol style="list-style-type: none"> 1. Complete a New Horizons Building induction 2. Complete a laboratory induction from the MIME PC2 Laboratory Manager before being granted access to the lab (see Appendix A) 3. Contact the MIME PC2 Laboratory Manager to request access and training of equipment that is not under the control of the user's group 4. Ensure they have the appropriate information and training to conduct their work safely.
<p>OHS Risk Management</p> 	<p>Monash users will:</p> <ol style="list-style-type: none"> 1. Prepare OHS risk management plans and Safe Work Instructions 2. Have documents reviewed by the project team and line manager 3. Forward documents to the MIME PC2 Laboratory Manager for review and pre-approval prior to supervisor sign-off 4. Upload an approved softcopy to the MIME PC2 laboratory database. <p>CSIRO users will:</p> <ol style="list-style-type: none"> 1. Prepare new or review existing OHS risk management plans, risk control plans and Safe Work Instructions 2. Forward documents to the CSIRO HSE team and MIME PC2 Laboratory Manager for review and endorsement 3. Ensure sign-off of the OHS risk management plan by the project team, line manager, OHS/HSE and next line manager 4. Provide a signed hardcopy to the MIME PC2 Laboratory Manager. <p>Note, risk management documents will only be released to authorised personnel (see Key Contacts) for emergency and incident management, and auditing purposes.</p>
<p>Chemicals</p> 	<p>Users will:</p> <ol style="list-style-type: none"> 1. Advise the MIME PC2 Laboratory Manager or academic in charge of the laboratory via email of chemicals being brought to the lab at least 24 hours before the chemical arrives, and await acknowledgement to proceed 2. Give prior notice to the MIME PC2 Laboratory Manager regarding the identification and introduction of Scheduled Poisons into the lab – under the authority of Materials Science & Engineering, the PC2 lab will be covered by the Department Poisons Control Plan (CPC) and associated Scheduled Poisons Permit (for S4 and S7 poisons) 3. Label chemical containers (including decanted chemicals) according to requirements 4. Have a Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS from 1 January 2017) less than 5 years old since the last review in hardcopy in the lab as well as softcopy on the MIME PC2 laboratory database for access by all users of the lab 5. Upload their chemical inventory to Chemwatch (covered during induction) and update the chemical inventory on the MIME PC2 laboratory database prior to use of the chemical.

<p>Incident Management</p> 	<p>Person/s involved in an incident will, where possible (otherwise another representing them):</p> <ol style="list-style-type: none"> 1. Notify their supervisor, the MIME PC2 Laboratory Manager or academic in charge of the lab, and their organisation's OHS/HSE contact of the incident as soon as possible 2. Lodge an incident report through their organisation's system (Monash SARAH or CSIRO SAP) within 24 hours. <p>Note, persons may also wish to contact their local Health and Safety Representative about an incident.</p> <p>Notes for management:</p> <ol style="list-style-type: none"> 1. The MIME PC2 Laboratory Manager will inform Monash and CSIRO (see Key Contacts) of incidents and emergencies, as appropriate 2. Incidents involving personnel from both organisations will require communication between organisational representatives and HSE on how the investigation will be conducted <ol style="list-style-type: none"> a. Where possible, a joint investigation will be carried out within 7 days to determine the contributory causes and identify preventative measures b. Monash will inform CSIRO if they intend to interview CSIRO personnel, and vice-versa.
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KEY CONTACTS

Role		Name	Contact
Monash University	NH MIME PC2 Laboratory Manager	Ms Karla Conteras	Tel. 03 9905 9486 Mobile: 0417 104 910
	NH MIME Deputy Director / Director of Research	Prof Laurence Meagher	Tel. 03 9905 9395 Mobile: 0418 479 016
	Department Manager	Mr Ian Wheeler	Tel. 03 9905 0001 Mobile: 0400 491 817
	Operations Manager	Mr Stelios Konstantidis	Tel. 03 9905 3430 Mobile: 0417 562 671
	Radiation Protection Officer and OHS Adviser, Engineering Faculty	Mrs Margaret Rendell	Tel. 03 9905 1060 Mobile: 0418 334 238
CSIRO	CSIRO Manufacturing HSE Manager	Dr Angelica Vecchio-Sadus	Tel. 03 9545 8679 Mobile: 0417 383 402
	HSE Adviser	Mr David O'Brien	Tel. 03 9545 8978 Mobile: 0437 029 346
	HSE Adviser	Ms Allyson Baltas	Tel. 03 9545 7953 Mobile: 0475 974 878
	OCE Science Leader	Prof Justin Cooper-White	Tel. 03 9545 2395 Mobile: 0417 721 296
	University Employee	Dr Luis Malaver Ortega	Tel. 03 9518 5934 Mobile: 0426 659 405

APPROVAL

Version 1	Title	Name	Date
Consulted with <i>(group/team/users)</i>	Monash CSIRO	Prof Laurence Meagher Dr Heather StJohn Prof Justin Cooper-White	August 2016
Endorsed by	Monash University CSIRO	Ms Karla Conteras Dr Angelica Vecchio-Sadus	September 2016
Approved by	Monash University	Mr Ian Wheeler	9 September 2016
Next review			September 2017



Tier 3

LABORATORY INDUCTION CHECKLIST

PC2 MIME Laboratories

Building 82 (20 Research Way) Level 3, 3.99 and 3.98 Clayton Campus

Name	
Monash ID	
Email Address	
Position	Staff <input type="checkbox"/> Post Graduate student <input type="checkbox"/> Final Year Project <input type="checkbox"/> Summer student <input type="checkbox"/> Collaborator <input type="checkbox"/> Visitor <input type="checkbox"/>
Mobile telephone number	
Supervisor	
Department	
Laboratory Manager	Karla Contreras

This induction checklist is to be completed by all Monash staff, post-graduate, final year students upon entering a local area to undertake work. Once completed access will be granted. This form will be file as record for induction and will be kept confidential.

Monash OHS Induction Programs

<p>Monash Online Mandatory Induction I have completed the Monash OHS Online Induction This provides a broad overview of occupational health and safety policy, procedures and practices at Monash and an understanding of their safety responsibilities. http://www.monash.edu/ohs/ohs-training-and-induction/ohs-induction/staff-ohs-induction-portal</p> <p style="text-align: right;"><i>Signature of inductee:</i></p>	Completed <input type="checkbox"/>
<p>Local Area Induction After completing the Online OHS induction you will be required to complete a local area induction. This process completes the induction program by ensuring that you have the most accurate information specific to the building and work area/s that you will be conducting your research in.</p> <p>Each area is required to develop a local area induction program to ensures that anyone, who is not supervised at all times, entering a workplace is:</p> <ol style="list-style-type: none"> 1. Aware of their responsibilities; 2. The nature of hazards that may be present; and 3. The processes and associated documents with which they should be familiar. <p>I have completed the following local inductions: Completed the New Horizons Building Online Induction Completed New Horizons Tier 1 Laboratory Online Induction Complete and Pass Gas Alarm Quiz</p> <p style="text-align: right;"><i>Signature of inductee:</i></p>	Completed <input type="checkbox"/>

Roles and Responsibilities at Monash University

Has the inductee been made aware of:	
Highlight inductees' responsibilities under the Monash University OHS http://www.monash.edu.au/ohs/topics/index.html	Yes <input type="checkbox"/>
The function of OHS at Monash as per OHS roles and responsibilities – OHS committees, safety officers and their duties, health and safety representatives http://www.monash.edu.au/ohs/roles/management-roles-responsibilities.pdf	Yes <input type="checkbox"/>
Communicate the Faculty & Departmental OHS webpages available	Yes <input type="checkbox"/>
Advice inductee on whom the key safety personnel are within their Departments and in the MIME laboratory (safety officer, biosafety officer, laser officer and environmental officer)	Yes <input type="checkbox"/>
Advice inductee on issue resolution procedures for immediate and non-immediate OHS hazards http://www.monash.edu.au/ohs/topics/procedures/issue-resolution.pdf	Yes <input type="checkbox"/>

Access Requirements

Is supervision required (applicable to Final Year Project students, Summer students- Undergraduates)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Discuss Monash University business hours (8:00am-6:00pm)	Yes <input type="checkbox"/>
Laboratory Access Policy for after-hours/weekends/public holidays If YES , highlight the additional responsibilities for conducting laboratory work and study during when emergency response is limited as per Monash Guidelines http://www.monash.edu.au/ohs/topics/procedures/after-hours.pdf	Yes <input type="checkbox"/> No <input type="checkbox"/>
Discuss after- hours/weekends/public holidays access request procedure	Yes <input type="checkbox"/>
Identify restricted access areas (specialized labs)	Yes <input type="checkbox"/>

Emergency Response

Has the inductee been made aware of:	
Entrance and Exits – 3.84, bridge and office	Yes <input type="checkbox"/>
Location and operation of lighting	Yes <input type="checkbox"/>
Location of emergency evacuation maps and assembly point	Yes <input type="checkbox"/>
Location of safety showers and eyewash stations	Yes <input type="checkbox"/>
Location of telephones and emergency numbers	Yes <input type="checkbox"/>
Emergency contacts – floor wardens	Yes <input type="checkbox"/>
Emergency power and gas shut down buttons	Yes <input type="checkbox"/>
Inform inductee on the emergency systems in place: low oxygen alarm, explosive atmosphere and low make up air	Yes <input type="checkbox"/>
Direct inductee on the location of first aid kit and first aiders list	Yes <input type="checkbox"/>
Firefighting measures including the location of fire extinguishers and break glass alarm	Yes <input type="checkbox"/>
Spill procedure relevant to hazard (biological and chemical)	Yes <input type="checkbox"/>

Laboratory Policies

Importance of Good Laboratory Practices	
No personal items are allowed in the laboratory ipods, laptops, backpacks and rain coats Advice on the location for temporary storage	Yes <input type="checkbox"/>
Mobile phones must be on silent or vibration mode while in the laboratory	Yes <input type="checkbox"/>
No food or drink allowed in the laboratory	Yes <input type="checkbox"/>
Personal Protective Equipment- minimal laboratory coat and safety glasses. Long hair and closed shoes. Additional requirements gloves, masks plus any other as per safe work instruction	Yes <input type="checkbox"/>
Transportation of samples into and out of the laboratory	Yes <input type="checkbox"/>
Correct procedure for removing PPE prior to exiting the laboratory	Yes <input type="checkbox"/>
Upon exiting importance of washing hands	Yes <input type="checkbox"/>

Hazards in the laboratory

Inform the inductee hazards in the laboratory: Biological Chemical; Dangerous Goods and Hazardous Substances Radiation; X-rays and Lasers Cryogenic and Pressurised gasses (Reticulated Gases) Ergonomic and Manual Handling	Yes <input type="checkbox"/>
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Risk Management

Has the inductee been informed of OHS obligations:	
I will complete risk management/safe work instructions prior to the commencement of an activity/process/task	Yes <input type="checkbox"/>
Given access to any relevant risk management documentation including risk assessments, safe work instructions and hazard controls	Yes <input type="checkbox"/>
Training requirements to operate equipment and machinery	Yes <input type="checkbox"/>
Highlight the importance of near-misses and incident reporting within 24 hours – Hazard and Incident Reporting	Yes <input type="checkbox"/>
Immunization – prevention	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

Additional

Does the inductee require further training	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Please specify additional induction/training required (specialist rooms Tier 4, equipment training):	

Signature of Inductee	Date
Signature of Supervisor	Date
Signature of Laboratory Manager	Date

OHS Training Records

Course Name	Date of Completion and proof of attendance sighted
Biosafety 1	
Biosafety 2	
Risk Management (PhD)	
Risk Management	
Hazardous Substances and Dangerous Goods	
Ergonomics and Manual Handling	
Other:	
Radiation	
Laser	
Cryogenics – Liquid Nitrogen	
Gas cylinders-	
Other: (specialist AHF)	

LABORATORY MANAGER TO COMPLETE

Swipe access Requested, date:	Completed <input type="checkbox"/>