



New Horizons Research Centre

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| Policy Title | Movement of Chemicals to, from and within New Horizons Research Centre |
| Purpose | To provide a safe working environment for students and staff working within the New Horizons (NH) Research Centre. |
| Scope | All New Horizons users moving Chemicals to, from and within New Horizons |
| Policy Statement | <p><u>Failure to comply with this policy will result in the loss of ALL laboratory access.</u></p> <p><u>Unless a directive is issued, no chemicals are to be brought into or taken out of New Horizons via the public entrances.</u></p> <p>Movement of Chemicals within New Horizons including the transportation to and from the Engineering Precinct Store is to be conducted as follows:</p> <p><u>Between New Horizons and Engineering Precinct Store:</u></p> <p>The designated route is via the marked pedestrian walkway in 17 Alliance Lane (Bldg 37) ground floor heading to the North exit and through the automatic doors. Continue to follow the yellow marked pathway past the New Horizons gas bottle cages heading to the ramp in the South-East Corner. Proceed up the ramp and into the building through the automated door (D2/G67) which leads into the loading dock (Room G67). This door is swipe card controlled.</p> <p><u>Between New Horizons and other external areas.</u></p> <p>The route between New Horizons and the Engineering Precinct Store is to be used as far as practicable when transporting Chemicals to and from other destinations external to New Horizons</p> <p><u>Movement of Chemicals to and from the East Wing Ground Floor Labs</u></p> <p>Chemicals are to be transported to all Engineering ground floor labs via door D1/G68 located on the North wall of the loading dock (room G67). This door is swipe card controlled. Personnel are then to proceed to the destination lab via corridor G37</p> <p><u>Movement of Chemicals Levels 1 2 & 3</u></p> <p>Chemicals are to be transported to and between Levels 1, 2 & 3 by use of the Goods Lift. Entry to the Goods lift is to be by the rear (laboratory / loading dock side) doors.</p> <p>Operation of the lift is to be in accordance with the Goods Lift protocols, not covered in this policy.</p> <p><u>Movement of Chemicals to and from the South Wing Ground Floor Labs</u></p> <p>When bringing Chemicals in or from the South Wing laboratories, access is to be by door D1/G75 (which is located to the left of the loading bay access door (D2/G67)), down corridor G79 and left through door D1/G81 into the South Wing ground floor laboratory envelope.</p> |

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| Responsibility for implementation | <i>All Personnel</i> |
| Status | <i>Awaiting approval process</i> |
| Key Stakeholders | Academic Staff Research Staff HDR students UG students CSIRO Staff |
| Recommending Body | Name: <i>NH Building Committee</i> Meeting: <i>5/2015</i> Date: <i>4 June 2015</i> Agenda item: <i>1.2 (Item 1.3)</i> |
| Approval Body | Name: <i>NH Governance Committee</i> Meeting: <i>No. 5</i> Date: <i>December 17, 2015</i> Agenda item: <i>3</i> |

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| Date Effective | <i>July 1, 2015</i> |
| Review Date | <i>July 1, 2018</i> |
| Policy Owner | <i>NH Safety Reference Panel Chair</i> |
| Content Enquiries | NH Safety Reference Panel (nh-safetyreferencepanel@monash.edu) |