

**After-hours Lab Access Authorization form**

**Faculty of Science and Technology – Yellow 2 labs**

Use of Laboratories – Outside Office Hours

(5pm onwards during weekdays, before 8am during weekdays, all day during weekends and public holidays)

This is in order to ensure that the risks to the health and safety of staff and students working after-hour in laboratories is managed to minimise injury/damage and provide effective response to an emergency.

Areas are classified as High Risk or Low Risk depending on the location and/or activity to be undertaken.

You may need an extra person with you (Buddy) to be present with you.

Buddy criteria: current user of the specified area who is inducted about the safety and emergency procedures.

Refer to the list of locations in appendix and identify the person in charge of the lab and the risk level.

You are allowed to access areas only requested and approved.

**The access is considered completed and approved when all signatures have been obtained. Completed forms and associated documents must be emailed to** [**fst-support@cdu.edu.au**](mailto:fst-support@cdu.edu.au)

***Staff***

***Student***

***Other (external collaborator)***

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| **Name of Requestor:** |  |
| **Subject/Project Name:** |  |
| **Purpose of after hour access:** | e.g. To take 24 hour readings, work to be finished during a certain time frame |
| **Instrument to be used, and proposed activities:** |  |
| **Specific Lab (room numbers):** |  |
| **Lab Technical Officer In-charge of the area/lab:** |  |
| **Day/Date: (Enter dates or periods if long-term or multiple days)** |  |
| **Access Time:** |  |
| **Second person (Buddy)** |  |

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| **Requester to check:**  I have been inducted into   * Emergency contacts * Safety procedures * Emergency procedures * ***Dos and Don’ts*** * Registered to Safe Zone app on my phone   I have conducted **Risk Assessment** for my proposed activity (including any additional risk associated with after-hours work and submitted to my supervisor.  ***\*Please attach a risk assessment for the activity***  With the given key/access, I ( ) take the full responsibility of the lab, its equipment and the activity conducted during the specified period of time, as above. I will work at least in pairs (in medium to high-risk labs). I have been appropriately briefed on ***Safety Procedures***, ***the Dos and Don’ts*** and made aware of the ***Emergency Procedures*** and number **08 8946 (7777).** I have also conducted a **Risk Assessment** for my proposed activity. |
| ***Signature of Requestor*** |
| ***Name, Student ID & Date:*** |

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| **Supervisor to complete:**   * The student above has been briefed on ***Safety Procedures,*** t***he Do’s and Don’ts*** and being made aware of the ***Emergency Procedures***. * **Risk Assessment** for the proposed activity including risks associated with conducting them during after-hours has been conducted and submitted to me. * I have assessed the student and have found the student to be competent to work in the requested lab and do the activity after hours as required. |
| ***Title &* Name of *Supervisor: Signature:*** |
| ***Date:*** |

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| ***Approved by Technical officer (or person) in charge of the lab:*** |
| ***Signature:*** |
| ***Name, Title & Date:*** |

***PVC approval needed if the risk-assessment indicates medium or high risk score after mitigation.***

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| ***Approved by:*** |
| ***Signature of PVC (or Delegate)*** |
| ***Name, Title & Date:*** |

Appendix

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| **High Risk Labs: (Buddy required)** | **Person in charge** | **Low Risk Labs: (Buddy not required)** | **Person in charge** |
| **Yellow2 level 1 labs** |  |  |  |
| 1.43 - Instrument room1 (Analytical Chem lab) | Yolanda Yep | 1.44 Instrument room2  (Balances) | Yolanda Yep |
| 1.47- Chemistry research lab | Hao Wang | 1.45 - Instrument room3  (Balances) | Yolanda Yep |
|  |  | 1.35 - Instrument room3  (ovens) |  |
|  |  | 1.03 - Ecology lab1 | Sean Bellairs/Penny Wurm |
|  |  | 1.05 & 1.07 - Ecology lab2 | Hamish Campbell |
|  |  | 1.09 - Ecology lab4 | Natalie Rossiter - Rachor |
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| **Yellow2 level 2 labs** |  |  |  |
| **PC2 labs**  2.34/34a – trace DNA labs (ex tissue culture labs)  2.40/40a – access to Radiation Safety Officer only  2.46 &54 – main PC2 labs  2.48 – shellfish processing lab  2.53/53a –wastewater testing facility (ex biohazard lab) | Anna Padovan | **PC2 labs**  2.37 - currently designated for covid wastewater testing, no access allowed  2.38- PCR machines, electrophoresis equipment  2.39 - PCR machines, electrophoresis equipment  2.41 - PCR machines, electrophoresis equipment | Anna Padovan |
|  |  | 2.23 – Research lab | Keith Christian |
| 2.52 – Instrument room |  | 2.43 – Research lab | Lindsay Hutley |
|  |  | 2.44 – Ecology Research lab | Brett Murphy |
|  |  | 2.45 – Ant Research lab | Alan Anderson |
|  |  | 2.49 – Freezer room |  |
|  |  | 2.55 – Research lab | Keller Kopf / Erica Garcia |
|  |  | 2.56 – Research lab | Sam Banks/ Vinuthaa Murthy |
|  |  | 2.68– Research lab | Erica Garcia |
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