

	Safe Work Procedure			
Title	SWP_160_P3.51_CR_AH_V1.0	Date	23/05/2024	
(Name of the activity)		Version	1.0	
Risk Assessment	RA_160_L3_P3.51_V1.0		Risk from RA	
Name & Number	RA_160_L3_P3.51_V1.0 Residual Risk RA_160_L2_P2.50_V1.1			
			Medium	
Hazards identified in the Risk Assessment	After Hours Access to laboratory: Work to be conducted after bu holiday	usiness hou	urs/weekend/public	
Author/s	Horst Punzmann		Ph: 0410693011	
	Kaushal Vora		Ph: 0433190549	
	Sukanta Debbarma	Ph: 04	416614410	
		Ph:		
Personal Protective Equipment (Choose from Table 1)	PROTECTIVE CLOTHING MUST BE WORN			
Hazardous Chemicals (Choose from Table 1)	RUE 7 AMAREE RISE TREE EXE 2			
Identify Energy Source of Plant or Equipment, if this SWP involves the use of a Plant/Equipment	N/A			
After Hours Restrictions	 No research/experiments/procedures with a residual risk of medium or higher is permitted after hours. No work involving chemicals to be conducted after hours. Undergrad students and visitors are not permitted in labs after hours. Work conducted after-hours requires to have a buddy system with minimum 2 people in the lab/area, or a check-in/out system with another person to be established. 			



Pre-operational check		
Check required materials/items are accessible and		
Check associated risk assessment is up to date an	nd signed off.	
Operation		
Check status of equipment/sensors/control system	s/status of process/et	С.
Shutdown equipment/process/services if required		
Completion of Work - List steps to make area safe (include	e clean up, any waste	disposal & service/maintenance requirements)
 Clean the work area before leaving the lab/area. Dispose of single-use PPE such as gloves, shoe c 	overs and hairnet in h	in
Emergency Procedures – List emergency and spill handling contact details	g, storage requiremer	ts (where relevant), first aid/medical assistance
Ambulance	0 000	
Fire Brigade Police	0 000 0 000 or 0 131444	
School Manager – (James Irwin) School Facilities and Services Manager (Graeme Cornish)	612 55185 612 53062	<u>SM.Physics@anu.edu.au</u> <u>Maintenance.Physics@anu.edu.au</u>
Emergency Wardens		
Physics South		Maintenance.Physics@anu.edu.au
Physics South Chief Warden (Graeme Cornish) Deputy Chief Warden (Rick Walsh)	612 53062 612 50105	WHS.Physics@anu.edu.au
Chief Warden (Graeme Cornish)		
Chief Warden (Graeme Cornish) Deputy Chief Warden (Rick Walsh)	612 50105 612 50105	WHS.Physics@anu.edu.au
Chief Warden (Graeme Cornish) Deputy Chief Warden (Rick Walsh) WHS Manager (Rick Walsh)	612 50105 612 50105 a/whs/?tab=firstaid	WHS.Physics@anu.edu.au WHS.Physics@anu.edu.au
Chief Warden (Graeme Cornish) Deputy Chief Warden (Rick Walsh) WHS Manager (Rick Walsh) RSPhys First Aid Officers: <u>https://physics.anu.edu.au/intra</u> First Aid Procedures – Include first aid procedures relating • Immediately leave the lab and take fresh air	612 50105 612 50105 a/whs/?tab=firstaid to the process, task,	WHS.Physics@anu.edu.au WHS.Physics@anu.edu.au
Chief Warden (Graeme Cornish) Deputy Chief Warden (Rick Walsh) WHS Manager (Rick Walsh) RSPhys First Aid Officers: <u>https://physics.anu.edu.au/intra</u> First Aid Procedures – Include first aid procedures relating	612 50105 612 50105 a/whs/?tab=firstaid to the process, task,	WHS.Physics@anu.edu.au WHS.Physics@anu.edu.au

The incident is also required to be reported into Figtree within 48 hours.

Who are affected by this SWP?	Who are consulted on this SWP?		
(List names)	(List people consulted on this SWP)		
Kaushal Vora, Sukanta Debbarma	Kaushal Vora, Sukanta Debbarma		

Approval			
Supervisor of the activity must authorise before this SWP can be used as a control. DO NOT AUTHORISE if you are not completely satisfied with the quality of the SWP.			
Name:	Horst Punzmann	Position:	Cleanroom Facilities Manager
Signature:		Date:	23/01/2024



Work Health and Safety Management System (WHSMS) Handbook

This SWP can be used:

- > To provide written instruction for workers and students to safely work on the activity if it does not require Tier 3 Proficiency Training: or
- > As assessment criteria for Tier 3 Proficiency Training

Workers must read and completely understand the SWP before can be allowed to work on the activity without direct supervision.

It DOES NOT replace the supervision requirements specified in Chapter 3.2.

When used as assessment for Tier 3 Proficiency Training, the trainer must be completely satisfied that worker can perform the activity safely and independently in accordance with this SWP in a proficient manner before signing them off in the Tier 3 Proficiency Training Record Booklet. See Chapter 3.2 for detailed requirements

Working After-hours Supervisor Approval Form

To be completed by Supervisor			
Has the worker demonstrated a level of proficiency to work in the nominated area and to use the equipment unsupervised?			
Yes	No		
Have the hazards been identified, controlled, and documented in the risk assessment for the activity?			
Yes	No		
Do you approve this work to proceed after hours?			
Yes	No		
Supervisor Name:			
Signature:	Date:		

Working After-hours Worker Agreement

To be completed by Worker		
As a worker in RSPhys, I confirm that I have read and fully and completely understand the instruction provided in this SWP. I will follow this SWP when performing this activity at a university facility.		
Name:	ID Number	
Signature:	Date:	



Worker Agreement

As a worker or student,

I confirm that I have read and fully and completely understand the instruction provided in this SWP.

I will follow this SWP when performing this activity at a university facility.

Name	ID Number	Signature	Date	PRA or Delegate Initials



Table 1. PPE and Chemical Hazards Selection Table

