







Appendix E. RSPHys COVID-19

Safe Work Procedure			
Title (Name of the task/activity/plant)	Staff and students re-entering Research School of Physics with COVID-19 restrictions.	Date	3/05/2020
		Version	1
Associated Risk Assessment (RA) Name & Number	RSPHys Appendix B.1 WHS Hazard and Risk Assessment – COVID-19	Top Residual Risk identified by RA	
		Medium (12)	
Hazards identified by the RA	<ul style="list-style-type: none"> Exposure to COVID-19 due to presence of asymptomatic co-workers Limited emergency networks (wardens, first aiders, radiation safety officers etc) Work alone, in isolation or afterhours Exposure to a virus due to co-workers having symptoms such as fever, runny nose, sore throat or cough In an enclosed environment with someone more than 2 hrs Lack of cleaning products/aids to maintain hand hygiene or other regulatory requirements Share common facilities/amenities (eg Kitchens, toilets, tea rooms) Work requiring additional staff to provide support services Work requiring use/share additional rooms/facilities/equipment 		
SWP Authors	Craig Young	Ph:0409656273	Insert photo (optional)
	Tim Senden	Ph:0417254539	
	James Irwin	Ph:61255185	
	Graeme Cornish	Ph:0404857302	
		Ph:	
Personal Protective Equipment. In addition to regular operating environment PPE	 		
Hazards (Choose from Table 1 – GHS Pictograms)	 		
Identify Energy Source of Plant Equipment,			

Describe, in detail and in sequence, the steps involved to safely complete the activity/task or operate the plant/equipment

COVID-19 Information and Safe Work Operation for RSPHys staff/students.

Pre-operational check

- ☐ Consider if work can be performed from home. On campus work should be kept to a minimum.
- ☐ Approval from Director for all personnel to be confirmed before entry to building.
- ☐ They must have the appropriate training or understanding of the COVID-19 social distancing requirements for working within the ANU. <https://www.covid19.act.gov.au/protecting-yourself-and-others/protect-yourself>
- ☐ Check the **COVID-19** risk assessment has been completed and staff entry is authorised applicable to your area
- ☐ If personnel have any suspected symptoms of COVID-19, contact supervisor in the first instance and DO NOT enter building. <https://www.covid19.act.gov.au/protecting-yourself-and-others/feeling-unwell>
- ☐ If personnel have any suspicions of being in contact with persons who have **COVID-19**, they must contact immediate Supervisor and they **DO NOT** enter the building.
- ☐ They must wear mask and gloves where appropriate (PPE). Gloves must be worn while using any of the ANFF tools and workbenches.
- ☐ No sharing of cleanroom garments. Each user will be given their own cleanroom garment to keep with them in a lockable zip bag.
- ☐ Only one person in change room at a time while entering/exiting labs
- ☐ Eyepieces of microscopes must be cleaned prior to sample inspection
- ☐ They must have had discussions with their Supervisor/lab manager on the **COVID-19** restrictions required to work in their area.
- ☐ Personnel to be assigned shift work to enable appropriate social distancing where required. Personnel to have the necessary information for attending their shift work.
- ☐ Personnel will be restricted to not less than 4 metres square per person in work area
- ☐ Personnel will be restricted to 1.5 metres between persons
- ☐ Take note of signage which is strategically placed in areas of work for COVID-19 health requirements.

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Operation.

- ☐ Sanitise hands at first entry of area and building and then proceed to wash hands for a minimum of 20 seconds with soap. Sanitiser stations will be located at specific area entries. All staff to use these stations to disinfect hands regularly throughout shift.
- ☐ Staff/students are required to regularly wash hands with soap or to sanitise hands when the following occurs:
 - Staff/students begin work
 - Staff/students touch face
 - Before and after taking a break/toilet
 - When commencing work at a new work station
 - In the event of a sneeze, cough etc

- When in contact with any shared equipment that has been used by other persons
- ☐ Regular cleaning of workstation and equipment is required. Workstations to be cleaned at the beginning and end of every shift with cleaning products supplied.
Staff/Students to have access to appropriate PPE. Where requested masks will be provided and available throughout the buildings. Gloves are recommended when using communal keyboards or equipment.

Emergency Procedures – List emergency and spill handling, storage requirements (where relevant), first aid/medical assistance contact details

Ambulance	0 000	
Fire Brigade	0 000	
Police	0 000 or 0 131444	
ANU Security	612 52249	security@anu.edu.au
School Manager - (James Irwin)	612 55185	SM.Physics@anu.edu.au
School Facilities and Services Manager (Graeme Cornish)	612 53062	Maintenance.Physics@anu.edu.au
Emergency Wardens		
<u>Physics South</u>		
Chief Warden (Graeme Cornish)	612 53062	Maintenance.Physics@anu.edu.au
Deputy Chief Warden (Lee Philip)	612 56390	Maintenance.Physics@anu.edu.au
<u>Physics North</u>		
Chief Warden (Andrew Papworth)	612 52808	Andrew.Papworth@anu.edu.au
Deputy Chief Warden (Neil Devlin)	612 52818	Neil.Devlin@anu.edu.au
<u>Nuclear Physics</u>		
Chief Warden (Peter Linardakis)	612 52862	Peter.Linardakis@anu.edu.au
Deputy Chief Warden (John Bockwinkel)	612 52085	John.Bockwinkel@anu.edu.au
WHS Manager (Craig Young)	612 51010	OHS.Physics@anu.edu.au

RSPHys First Aid Officers:

<https://physics.anu.edu.au/intra/whs/?tab=firstaid>

Completion of Work – List steps to make area safe (including clean up, any waste disposal & service/maintenance requirements)

- ☐ Staff/students to clean workstation/equipment at end of every shift
- ☐ Staff/students to sanitise hands at sanitiser stations on leaving the building
- ☐ Staff/students to adhere to COVID-19 restrictions on changeover of shifts with other staff.
- ☐ Staff/students to contact Supervisor/Co-ordinator that they have left building



- ☐ Staff/students to contact immediate supervisor and WHS team of any issues that may have arisen from working that could impact other staff/students

First Aid Procedures – Include first aid procedures relating to the process, task, plant equipment here

- ☐ If anyone has an accident contact the first aid officer on duty during your shift, as well as your supervisor.
- ☐ If anyone becomes ill instruct them to go home immediately, self quarantine and contact medical authorities asap. Contact WEG as soon as practicable.

How to report an incident

- ☐ All incidents relating to the **COVID-19** must be reported to **Name: Craig Young**
Ph: 0409656273 immediately after occurring once you and others have been removed from the immediate danger. The incident is then required to be reported into Figtree within 48 hours.

Who are affected by this SWP? (List names)	Who are consulted on this SWP? (List names of workers or persons consulted on this SWP)
All RSPHys staff and students	

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: _____ Position: _____

Signature: _____ Date: _____



Work Health and Safety Management System (WHSMS) Handbook

When used to provide written instruction, workers and students must read and completely understand the SWP before can be allowed to work on the activity/task/plant under appropriate supervision. By signing below, it **DOES NOT** replace the supervision requirements specified in Chapter 3.2.

[illegible]

When used as assessment for Tier 3 Proficiency Training, the trainer of the activity must be completely satisfied that workers and students can perform the task/activity or operate the plant/equipment safely and independently in accordance with this SWP in a proficient manner before signing them off on the Tier 3 Proficiency Training Record Booklet. See Chapter 3.2 for detailed requirements.