


Safe Work Procedure

Title	After Hours work in W2.06	Date	18 Jul 2023
		Version	2.0
Risk Assessment Name & Number	RA_058B_L1_W2.06	Residual Risk from RA	
		Low	
Hazards identified in the Risk Assessment	After Hours: Work to be conducted after business hours/weekend/public holiday		
Author/s	Kaushal Vora	Ph: 0433190549	
		Ph:	
		Ph:	
		Ph:	
		Ph:	
Insert photo (optional)			

Personal Protective Equipment	
Hazardous Chemicals	
Identify Energy Source of Plant or Equipment, if this SWP involves the use of a Plant/Equipment	
After Hours Restrictions	<ul style="list-style-type: none"> No chemical processes No chemical work is permitted after hours <p>After-hours use requires to have a buddy system implemented, minimum 2 people in the lab/area</p>

Describe, in detail and in sequence, the steps involved to safely complete the activity

Pre-operational check
<ul style="list-style-type: none"> Check required materials/items are accessible and operational. Check associated risk assessment is up to date and signed off. Check SDS are up to date. Confirm your booking is approved by ANFF staff.

Operation – List steps to complete the activity from start to finish
<ol style="list-style-type: none"> 1. Spin coat photoresist and bake it 2. Do EBL 3. Develop/Remove the photoresist after EBL

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

- Clean the work area after you finish work.
- Throw the used PPE such as gloves, shoe covers and hairnet in bin.
- Send email/message to relevant ANFF staff while exiting the lab

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	
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		
<i>Physics South</i>		
Chief Warden (Graeme Cornish)	612 53062	Maintenance.Physics@anu.edu.au
Deputy Chief Warden (Lee Philip)	612 56390	Maintenance.Physics@anu.edu.au
WHS Manager (Rick Walsh)	612 50105	WHS.Physics@anu.edu.au
RSPHys First Aid Officers: https://physics.anu.edu.au/intra/whs/?tab=firstaid		

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 the RSPHys Emergency contact list, as well as your supervisor.
- Where medical assistance beyond immediate first aid is required telephone ACT Emergency Services on 000.

How to report an incident

All incidents relating to this activity must be reported to **Kaushal Vora (Ph: 0433190549)** immediately after occurring once you and others have been removed from the immediate danger.

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

Who are affected by this SWP? (List names)	Who are consulted on this SWP? (List people consulted on this SWP)
All workers performing this task	Gayatri Vaidya

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: Kaushal Vora	Position: Operations Manager, ANFF
Signature: <i>KDVora</i>	Date: 18/7/2023

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? <input checked="" type="checkbox"/> Yes	
Have the hazards been identified, controlled, and documented in the risk assessment for the activity? <input checked="" type="checkbox"/> Yes	
Do you approve this work to proceed after hours? <input checked="" type="checkbox"/> Yes	
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: