





## Safe Work Procedure

<b>Title</b>	After Hours work in JCSMR 131.1.147	<b>Date</b>	24 Aug 2023
		<b>Version</b>	2.0
<b>Risk Assessment Name &amp; Number</b>	RA_131_L1_1.147	<b>Residual Risk from RA</b>	
		Low	
<b>Hazards identified in the Risk Assessment</b>	After Hours: Work to be conducted after business hours/weekend/public holiday		
<b>Author/s</b>	Kaushal Vora	Ph: 0433190549	
		Ph:	
		Ph:	
		Ph:	
		Ph:	
<b>Insert photo (optional)</b>			

<b>Personal Protective Equipment</b>	   
<b>Hazardous Chemicals</b>	
<b>Identify Energy Source of Plant or Equipment, if this SWP involves the use of a Plant/Equipment</b>	
<b>After Hours Restrictions</b>	<ul style="list-style-type: none"> <li>No chemical processes</li> <li>No chemical work is permitted after hours</li> </ul> <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

- 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

1. Load sample
2. Characterise the sample using the SEM
3. Unload sample

**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

<b>Ambulance</b>	<b>0 000</b>	
<b>Fire Brigade</b>	<b>0 000</b>	
<b>Police</b>	<b>0 000 or 0 131444</b>	
School Manager - (James Irwin)	612 55185	<a href="mailto:SM.Physics@anu.edu.au">SM.Physics@anu.edu.au</a>
School Facilities and Services Manager (Graeme Cornish)	612 53062	<a href="mailto:Maintenance.Physics@anu.edu.au">Maintenance.Physics@anu.edu.au</a>
<b>Emergency Wardens</b>		
<i>Physics South</i>		
Chief Warden (Graeme Cornish)	612 53062	<a href="mailto:Maintenance.Physics@anu.edu.au">Maintenance.Physics@anu.edu.au</a>
Deputy Chief Warden (Lee Philip)	612 56390	<a href="mailto:Maintenance.Physics@anu.edu.au">Maintenance.Physics@anu.edu.au</a>
WHS Manager (Rick Walsh)	612 50105	<a href="mailto:WHS.Physics@anu.edu.au">WHS.Physics@anu.edu.au</a>
RSPHys First Aid Officers: <a href="https://physics.anu.edu.au/intra/whs/?tab=firstaid">https://physics.anu.edu.au/intra/whs/?tab=firstaid</a>		

**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	Olivier Lee Cheong Lem

**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.

<b>Name:</b> Kaushal Vora	<b>Position:</b> Operations Manager, ANFF
<b>Signature:</b> <i>KDVora</i>	<b>Date:</b> 24/8/2023

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	
<b>Supervisor Name:</b>	
<b>Signature:</b>	<b>Date:</b>

### 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.	
<b>Name:</b>	<b>ID Number</b>
<b>Signature:</b>	<b>Date:</b>