



Gaining authorisation to enter a Department of Chemistry Workplace

1. Purpose

It is University policy to minimise the risk of exposure of hazardous materials to employees, contractors and visitors whilst they are working at the University. Only personnel authorised by the laboratory manager or Head of Department are allowed to enter the laboratories and workspaces within the Department of Chemistry. This procedure outlines the steps that must be taken by unauthorised personnel in order to gain entry into a restricted area within the Department of Chemistry.

2. Scope

This procedure applies to any unauthorised person such as contractors, visitors, staff and students from other units or Buildings and Grounds who wish to enter a laboratory or workplace within the Department of Chemistry. This guideline does not apply to visitors who are accompanied by a member of the Department and are simply viewing the facilities within the Department.

3. References

UoW Contractor Safety Guidelines

<http://staff.uow.edu.au/ohs/workingsafely/contractor/OHS117-ContractorSafetyGuidelines.pdf>

UoW Contractor Induction Guide

<http://staff.uow.edu.au/ohs/workingsafely/contractor/OHS177-UOWContractorInductionGuide.pdf>

4. Definitions

Restricted area: An area that contains known risks such as hazardous substances, high magnetic fields, bio-hazardous material, radiation hazards, cryogens.

Unauthorised personnel: Contractors, visitors or University employees or students who are not employed or studying within the Department of Chemistry.

Contractor: A person or company, including subcontractors, who are engaged by the University to perform work or carry out a service.

Hazard: Process which has the potential to cause injury and/or property damage.

5. Procedure

5.1. Contractor / Visitor Induction – Before you start work

Contractors, prior to entering the Department of Chemistry should have been made aware of the University Contractor Safety Guidelines (OHS117) and have completed a UoW contractor induction guide (OHS 177.2).

The Head of Department and Laboratory Manager are responsible for informing contractors/visitors entering a workplace of all local potential hazards and to remove or lower the risk of exposure to these hazards through the use of particular controls. Controls may include the requirement to wear certain PPE (personal protective equipment).

All contractors / visitors must complete the Department of Chemistry visitor induction before proceeding to a laboratory or workplace where work is to be completed. An induction form (CHEM Contractor Induction_Checklistv1.doc) will outline particular hazards present in the workplace and necessary controls. It will also summarise emergency and evacuation procedures. Induction forms will be provided by the Laboratory Manager :-

- Building 18 and 41 Chemistry Dr John Korth 18.132 (extn 3513)
- Building 41A IPRI Dr Peter Innis 41a.269 (extn 3600)

These should be returned, signed, to the Laboratory Manager when completed. The Laboratory Manager will then co-sign and send to document control for archiving. Access to Laboratories is not authorised until an induction form is complete.

If you feel that your Department of Chemistry work site is unsafe because of hazardous chemicals or situation contact the Laboratory Manager or Head of Department. Material safety data sheets (MSDSs) for chemicals in a laboratory are available.

5.2. General Laboratory Rules for Contractor / Visitors – while you are working

Special care must be exercised by contractors working within a laboratory or servicing laboratory equipment. Sensitive experiments can be destroyed by exposure to light, changes in temperature, or contamination from the outside environment.

5.2.1. Coordinate your work with the or lab manager by doing the following:

- **Explain the work that will be performed**, especially any actions that could affect laboratory operations.
- **Give advanced warning** for the following possibilities:
 - Utility shut-offs, such as water, power (in particular fume-hoods) so experiments and sensitive materials can be protected with alternative power sources.
 - Work with equipment that may generate heat or sparks, so flammable materials can be safely stored away from the work area.
- **Wait for laboratory personnel to clear the work area** of hazardous materials and contamination **before** beginning work.
- **Do not move lab equipment or chemicals** without direct assistance or approval from laboratory personnel.
- **Contact your supervisor or lab manger and wait for instructions** if there is no one in the lab to assist you when laboratory equipment or chemicals need to be moved. Do not start work until specifically cleared to do so.

5.2.2. Take these steps to protect yourself from hazards in laboratories:

- **Do not eat or drink** in a lab. Often laboratory water is not potable.
- **Wash your hands** after leaving a lab.
- **Wear the following personal protection equipment** as necessary:
 - Gloves
 - Single-use surgical type Nitrile gloves are recommended to protect against potential contamination.
 - Leather gloves guard against possible puncture or lacerations.
 - Eye protection (many labs require safety glasses to be worn at all times).
 - Protective clothing, such as a lab coat or overalls.
- **Locate the nearest fire extinguisher**, safety shower and eye wash
- **Do not work near** waste containers or work surfaces labelled with biohazard, radioactive, carcinogen, or other specific warning signs.
- **Take note of existing placarding**

5.2.3. For work inside a fume hood:

- **Do not remove or disturb** equipment or materials yourself.
- **Wait for laboratory staff to remove equipment and supplies** from the fume hood.
- **Wear heavy rubber gloves (or other impervious material) and safety goggles** for work inside a fume hood. Disposable overalls are recommended. Immediately wash or dispose of the gloves and coveralls after use.

5.3. On completion of work

Before leaving report to the laboratory manager who will sign off that the work area has been left in a safe and clean condition, ensuring all lab workers are aware of any changes to the workplace and any inoperable items are tagged.

6. Reference Personnel

All changes to this document shall be referred to the Departmental Safety Committee prior to implementation.

7. Documentation

CHEM Contractor Induction_Checklistv1.doc	CHEM Contractor / Visitor induction to the department of Chemistry
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