Institute for Marine and Antarctic Studies
Waterfront Building Handbook

Institute for Marine and Antarctic Studies (IMAS)
Integrated Marine Observing System (IMOS)
Antarctic Climate and Ecosystems
Cooperative Research Centre (ACE CRC)
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Section one: Overview

1. Introduction

Welcome to the Waterfront Building

Welcome to the IMAS Waterfront Building. This building was designed and built to co-locate the Institute for Marine and Antarctic Science (IMAS), the Integrated Marine Observing System (IMOS) and the Antarctic Climate and Ecosystems Cooperative Research Centre (ACE CRC).

The building provides facilities for the operations of IMAS, IMOS and ACE CRC. The building houses five purpose-built state-of-the-art laboratories, a large public exhibition area, Waterfront Boardroom and a 92 seat lecture theatre. The building has the capacity to house approximately 250 research staff and students.

The foyer of the Waterfront Building spectacularly displays the ice core drill used for the Law Dome drilling project. The project commenced in 1987 and was completed as the drill reached bedrock at 1200m in February 1993. The law dome drilling project was set in a location that has a much higher snowfall than other cores. This location was chosen because it would give a very detailed climate record back into the last ice age, over 10,000 years ago.

This handbook has been produced to provide information to staff and students to assist them to get the most from their time in the building.

As the building contains a mix of public areas, research, teaching and student facilities, not all areas are accessible to all users. However, frequent visitors and staff located in the building on a full-time basis should have a good understanding of its operation and relevant safety and security provisions.

Please make yourself familiar with the layout, operations and procedures within this building.
2. Design and construction of the Waterfront Building

The Institute for Marine and Antarctic Studies (IMAS) Waterfront Building project was an initiative of the Australian Government, being conducted as a part of the nation building Economic Stimulus Plan. The building was funded by the Commonwealth through the Education Investment Fund and on land provided by the State Government.

Melbourne-based architectural firm John Wardle were awarded the contract to design the IMAS Waterfront Building facility in conjunction with Hobart firm Terroir.

The building was constructed by John Holland/Fairbrother joint venture in association with various sub-contractors.

The demolition of the princess wharf No.2 shed was completed in November 2011 by John Holland/Fairbrother joint venture. With construction only weeks away, the Hon Julia Gillard MP Prime Minister visited the site on 16 January 2012. The visit was hosted by the University of Tasmania, the University’s Deputy Vice- Chancellor (Research) Professor Paddy Nixon and the Executive Director of IMAS, Professor Mike Coffin. During the visit, the Prime Minister was shown the plans of the facility. Construction of the building commenced soon after in February 2012.
The architectural brief for the waterfront building was challenging, as the building was required to cater for both teaching needs, as well as the research needs of the three organisations which would be co-located in the building. The requirement was to provide some very specific purpose-built facilities as well as ensuring that many areas could serve as multiple-use and flexible spaces.

The building has been designed to be efficient, inspiring, flexible, and promote internal and external public interaction. The design is sympathetic to the important history of the area and its former and current maritime uses, but will also be long-lasting and memorable. The building has a 5 Star Green Star classification. The University of Tasmania believes the building location will help make the University more accessible and encourage participation from a wider part of the community.

The building was officially completed and handed over to IMAS in November 2013.
3. Addresses and contact numbers

3.1 Street and postal addresses

Street address: 20 Castray Esplanade
Battery Point, TAS
7004

Postal address: IMAS
University of Tasmania
Private Bag 129
Hobart, TAS
7001

IMOS
University of Tasmania
Private Bag 110
Hobart, TAS
7001

ACE CRC
University of Tasmania
Private Bag 80
Hobart, TAS
7001
3.2 Waterfront Building key contacts

Main Reception/Security Desk       03 6226 6920

IMAS Reception                Jenna Patterson  03 6226 6379

Laboratory Manager        Toby Bolton       0457 300 222

IMAS Operations Manager  Mark Natoli        0409 338 670

Facilities Manager - Domain Mark Burgess     0409 807 080

UTAS Security               03 6226 7600

24hr Emergency Services (Ambulance, Fire, Police) (0) 000

IT Support                  03 6226 1818

ACE CRC          Administration     03 6226 7888

IMOS            Administration  03 6226 7549
                             03 6226 7488
3.3 Locating staff in the Waterfront Building

IMAS, IMOS and ACE CRC staff members are listed on the staff directory. You can access the directory at the following link: https://secure.utas.edu.au/staff/index

3.4 Building Directory

Level 1

<table>
<thead>
<tr>
<th>Room no.</th>
<th>Room name</th>
</tr>
</thead>
<tbody>
<tr>
<td>132</td>
<td>Security/Main reception</td>
</tr>
<tr>
<td>159</td>
<td>The Mawson Exhibition Area</td>
</tr>
<tr>
<td>101</td>
<td>The Aurora Lecture Theatre</td>
</tr>
<tr>
<td>105</td>
<td>The Rori Meeting Room</td>
</tr>
<tr>
<td>103</td>
<td>The Tarlanga Meeting Room</td>
</tr>
<tr>
<td>107</td>
<td>Computer Lab</td>
</tr>
<tr>
<td>106</td>
<td>Internal bike store/change room facilities</td>
</tr>
<tr>
<td>110</td>
<td>Teaching Lab</td>
</tr>
<tr>
<td>109, 113</td>
<td>Student workstations</td>
</tr>
<tr>
<td>110B</td>
<td>Live cultures Lab</td>
</tr>
<tr>
<td>150</td>
<td>Loading Dock</td>
</tr>
<tr>
<td></td>
<td>Teaching staff offices</td>
</tr>
</tbody>
</table>

Level 2

<table>
<thead>
<tr>
<th>Room no.</th>
<th>Room name</th>
</tr>
</thead>
<tbody>
<tr>
<td>201</td>
<td>IMAS Reception/Student services</td>
</tr>
<tr>
<td>203</td>
<td>The Natta Board Room</td>
</tr>
<tr>
<td></td>
<td>IMAS Executive Offices</td>
</tr>
<tr>
<td>232</td>
<td>IMAS Staff work stations</td>
</tr>
<tr>
<td>217</td>
<td>Student work stations</td>
</tr>
<tr>
<td>220</td>
<td>Van Diemen Meeting Room</td>
</tr>
<tr>
<td>222</td>
<td>Minke Meeting Room</td>
</tr>
<tr>
<td>225</td>
<td>Theodore Flynn Meeting Room</td>
</tr>
<tr>
<td></td>
<td>IMOS Offices</td>
</tr>
<tr>
<td>240</td>
<td>Live Culture facility</td>
</tr>
<tr>
<td>210</td>
<td>Climate controlled Lab</td>
</tr>
<tr>
<td>212</td>
<td>Algal Lab</td>
</tr>
<tr>
<td>216</td>
<td>Quarantine Store</td>
</tr>
<tr>
<td>204</td>
<td>Wet Lab</td>
</tr>
<tr>
<td>223C</td>
<td>Chemicals Store room</td>
</tr>
<tr>
<td>254</td>
<td>Dry Store/Compactus</td>
</tr>
<tr>
<td>Level 3</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>301</td>
<td>The Galley Staff lounge/kitchen</td>
</tr>
<tr>
<td>309, 313, 317</td>
<td>ACE CRC Offices</td>
</tr>
<tr>
<td>332A</td>
<td>Student work stations</td>
</tr>
<tr>
<td>316</td>
<td>Hubert Wilkins Meeting room</td>
</tr>
<tr>
<td>304</td>
<td>Edgeworth David Meeting room</td>
</tr>
<tr>
<td>302</td>
<td>Sediment Lab</td>
</tr>
<tr>
<td>306B</td>
<td>Acid Lab</td>
</tr>
<tr>
<td>308</td>
<td>Trace element chemical lab</td>
</tr>
<tr>
<td>308</td>
<td>Carbon Chemistry Lab</td>
</tr>
<tr>
<td>310D</td>
<td>Chemistry Lab</td>
</tr>
<tr>
<td>310A,310B</td>
<td>Ice Mechanics Freezers</td>
</tr>
<tr>
<td>312B</td>
<td>ION Chromatography &amp; Melter Lab</td>
</tr>
<tr>
<td>312C</td>
<td>Mass Spectrometer</td>
</tr>
<tr>
<td>314</td>
<td>Plant Room</td>
</tr>
<tr>
<td>340C</td>
<td>First Aid Room</td>
</tr>
</tbody>
</table>
Section two: Information for building users

4. Access

4.1 Reception

The main reception/security desk for the building is on Level 1. It is staffed from 8.30am to 5.00pm, Monday to Friday (excluding public holidays).

- All visitors and contractors to the building during business hours will need to sign in at the reception/security desk upon arrival. The appropriate staff member will then be contacted to escort the visitor.

- All visitors and contractors will be supplied with a visitor pass and a red lanyard to indicate that they are a visitor to the building. It is the responsibility of the staff member to supervise their visitor(s) for the duration of their time in the Waterfront Building. It is a requirement that visitors must wear the lanyard at all times whilst in the Waterfront Building.

- No contractors are to undertake any work on the building until an onsite induction is undertaken.

- If you identify a person in the building who is not wearing a lanyard/visitor pass please direct the person to the reception/security desk.

4.2 Entrances

Public entry

The main entrance to the building is on Castray Esplanade adjacent to the Princess Wharf No.1 building. The sliding glass doors are open to the public from 8:30am to 5:00pm Monday to Friday. This entrance opens into the main foyer area, reception/security desk, and the Mawson Exhibition area. This is the main entrance for the public.

Student/staff entry

The main entrance for students and staff is also on Castray Esplanade adjacent to the Princess Wharf No.1 building. The sliding glass doors will be open from 8:30am to 5:00pm. Staff and students are also able to enter the building via the internal bicycle storage area, and the wharf side access door near the Aurora Lecture Theatre. Access to these entrances is via access card only.
After hours entry

- After hours access is by access card only and can only be used for the main entrance and internal bicycle storage area.
- Staff and students accessing the building after hours will be required to fill out the after hours register located at the reception/security desk. After hours visitors must also be signed in and those who are signing them in are responsible for the visitor whilst they are in the building.
- The building is under surveillance, failure to supervise or control visitors adequately will result in the likelihood of losing your afterhours access privileges.
4.3 Zones within the building

The building is divided into four distinct areas:

**A public zone (Level 1) containing:**
- Foyer
- Reception/Security Desk
- The Aurora Lecture Theatre
- Mawson Exhibition Area
- Rori Meeting room
- Tarlanga Meeting room
- Hot Desk space

**A student zone (level 1) containing:**
- Computer Lab
- Honors/Masters Hot Desk space
- Teaching Laboratories
- Teaching Staff Offices

**A secure zone (level 2) containing:**
- IMAS Reception/Student Support Services
- IMAS Directorate and Staff
- Postgraduate Student areas
- Natta Board room
- Hot Desk space
- Van Diemen Meeting room
- Minke Meeting room
- Theodore Flynn Meeting room
- Algal lab, climate controlled lab, acid lab
- IMOS Directorate and Staff

**A secure zone (level 3) containing:**
- ACE CRC Directorate and Staff
- The Galley Staff dining and kitchen facilities
- Postgraduate student areas
- Hubert Wilkins meeting room
- Edgeworth David meeting room
- Hot Desk space

The secure zones and laboratory zones are only available to authorised staff and accompanied authorised visitors. At all times, access to the secure (non-public) areas of the building will only be obtained by use of an access card.

It is the responsibility of the users of hot desk areas to keep them clean and tidy at all times. Goods from these desks must be removed at the completion of each day. **THESE ARE SHARED AREAS.**
Staff, students and visitors must wear lanyards at all times whilst in the waterfront building.

Visitors must register at reception, obtain a visitor’s pass, and be met at reception by a staff member unless other arrangements have been made in advance.

5. Security

Security arrangements in the Waterfront Building are designed to protect personnel, information and assets, and to ensure compliance with UTAS legal responsibilities. Security is present at reception on level 1 from 8:30am until 5:00pm weekdays only. Any concerns regarding security should be reported to UTAS security (telephone 6226 7600), which is attended on a 24-hour basis. Security staff are trained in emergency procedures, including first aid.

In the event of a situation where emergency services (Ambulance, Police or Fire Service) are clearly required, the emergency number 0-000 should be called first, then security or reception informed.


To ensure that unauthorised people do not enter the secure area of the building, **staff must not allow ‘tailgating’ through secure doors at any time.** Any suspicious behavior or persons not wearing Waterfront Building lanyards in and around the building during working hours should be reported to on-site security.

It is highly advisable that all staff and students enter the security number into their personal or work mobile phones.

5.1 Access cards

Only after induction is completed will an access card be activated to gain entry into the Waterfront Building. Staff and students who have already been issued access cards will not need to obtain a new card, access for the Waterfront Building will be enabled once the person has completed their induction. A paper based induction for new staff and students can be completed at the Security desk. UTAS staff/student ID must be shown to commence the induction. A card will only be issued once this induction is complete.

Access cards enable entry for secure areas and after-hours building access. Access to the Laboratories and other restricted areas will be provided on application and completion of appropriate induction courses. Access to quarantine areas in labs is restricted to AQIS certified staff only.

5.2 Closed circuit television system

Closed circuit television system (CCTV) is an integral part of security in the Waterfront Building. Staff, students and visitors should be aware that they will be monitored by CCTV.
6. Fire, emergency and safety

6.1 Fire protection

The Waterfront Building is protected by a comprehensive fire detection and suppression system which includes:

- Smoke detectors
- Sprinklers
- Fire extinguishers
- Evacuation alarm system (EWIS)
- Fire hydrants and fire hose reels.

Emergencies or evacuations in The Waterfront Building are controlled by the building Fire Warden or Security through the Emergency Warning and Intercommunications System (EWS) located in the bike store.

Staff and students should identify the exits and fire equipment that are close to their workplace, and should familiarise themselves with the emergency procedures below, including the location of safe designated assembly points.

Details of the UTAS fire and emergency procedures, and a listing of Fire Wardens can be found at: http://www.utas.edu.au/commercial-services-development/emergency-management/emergency-management-contacts-and-procedures

Details of current first aid officers and fire wardens are also located on the Work Health and Safety (WHS) notice boards located in the kitchenette areas throughout the building.

6.2 Overview of the emergency alarm system

The emergency alarm system in the Waterfront Building provides an audible warning signal to building occupants in the case of fire, gas leak or other emergency.

There are two emergency assembly points: Castray Esplanade between the IMAS and CSIRO buildings AND The paved area near Princes Wharf no.1.

The signals are:

1. Evacuation Siren
   - A 'whoop whoop' tone which may be accompanied by a “evacuate now” verbal message.
   - Will sound across the whole building.
   - Indicates that you must leave the building immediately by the nearest safe exit, and move to the nearest safe designated assembly point.
   - The safe assembly points for the Waterfront Building is located on Castray Esplanade between IMAS and CSIRO AND the paved area near princes wharf no.1.

Do not congregate on footpaths outside the building
6.3 Evacuation procedures

Preferred evacuation routes for your work area and safe designated assembly points are displayed throughout the building. You should use the preferred route wherever possible. Only investigating alternatives if the preferred route is obstructed.

Once at the designated safe assembly point, you should wait until the emergency has been resolved, and must not re-enter the building until advised to do so by emergency services personnel, wardens or security.

**Do not use the lifts** as they may fail in an emergency, and you may become trapped. Be aware of others who may require assistance to evacuate in the absence of lifts. A personal emergency evacuation plan has been developed for disabled staff and students.

You are required to comply with any instructions from an Emergency Warden during an emergency. Emergency Wardens can be easily identified as each will be wearing a hard hat that is either white, yellow or red. First aid officers can be identified by a green hard hat.

You may not enter the building, even if the siren has been silenced, until the ‘all clear’ advice has been issued by Emergency Services personnel or the Chief Warden.
Example of the Fire evacuation plans
6.4 Alarm System- Fridges/Freezers

The cool rooms, freezers and controlled temperature rooms are constantly monitored using a Building Automation System (BAS Honeywell).

Each room contains:

- Temperature sensor to each room separate from the room’s own control
- Temperature sensor to be monitored via the BAS
- Interface between the BAS and security panel which send out an alarm should any of the room have a fault condition (if the temperature is outside the limit set on BAS)
- Duress alarm through BAS to the security panel

6.5 First aid

There are designated First Aid Officers throughout the building. Details of the First Aid Officers are displayed on the staff notice boards, these are located in the kitchenette areas of the building.

In the event of an emergency involving a serious injury, call emergency on 0-000. Be prepared to give details of the situation, and the building address (20 Castray Esplanade, Battery Point).

Notify reception/security after you have called emergency (0-000) so they know where to send the emergency services.

Automated External Defibrillators (AEDs) are situated;

**Level 1**: On the wall between the entrance of the exhibition area and internal bike storage area.

**Level 2**: On the wall near the entrance to the main lift

**Level 3**: On the wall near the entrance to the main lift

The box is clearly marked and easy to see. Once the box is opened an alarm will sound at UTAS Security who will immediately contact security at the Waterfront Building. These are designed for anyone to use by following the verbal instructions.

If you are at the scene of an incident, and are trained in first aid, please attend as per your training. If you are not trained, then please follow these basic emergency procedures:

1. Make sure you check the scene for danger—**do not put yourself at risk of becoming another casualty**.

2. Protect yourself from exposure to blood and other bodily fluids.
2. If the injured person is unconscious, roll them gently onto their side if possible and try to ensure that there is nothing obstructing their breathing.

4. If the area is unsafe, move yourself to a safe place and warn others of the dangers—ask others to assist you to do the same.

5. In the case of a serious injury or major emergency (fire, major chemical spill, etc.)
   • Call (0-000)
   • Security (x7600, 24-hours)

If the casualty is not breathing, and you have ANY resuscitation knowledge, the Australian Resuscitation Council recommends that any attempt at resuscitation is better than no attempt.

After any incident requiring first aid, please complete an Incident Report online at https://apex.utas.edu.au:4443/pls/apex/f?p=212:1 or via the Workplace Health and Safety link on the University Staff homepage.
7. **On-site Parking**

7.1 **Visitor parking**

There are several parking spaces for visitors at the front of the Waterfront Building. These spaces are divided between the three tenants of the building and are well signposted. Once the visitor using the parking space arrives, they are asked to report to reception/security desk to identify which space they have occupied and provide both their contact and registration details.

7.2 **Disabled parking**

There is 1 disabled parking space outside the main entrance to the building. This space must not be used for drop-off/pick up of other building users.

7.3 **Staff parking**

Staff can apply for parking space located in the Hobart CBD.

For more information regarding these parking places including how to apply visit: [http://www.utas.edu.au/campus-services](http://www.utas.edu.au/campus-services)

7.4 **After hours parking for Staff and Students**

Staff and students who are working after hours in the Waterfront Building will have access to the visitor car parking spaces after hours. These spaces will be available after 5:30pm Monday-Friday. Staff and students requiring use of these car parks need to book them through reception/security. We strongly recommend car-pooling for students and staff using these spaces in order to transport other staff and students working late to their cars safely. Car-pooled vehicles will be given priority when booking these spaces. Tips for personal safety:

- Avoid walking alone at night
- Protect your bag or backpack
- Don’t use short cuts, stay in well-lit areas

7.5 **Bicycle parking**

There are facilities for bicycle storage both internally and externally at the Waterfront Building. There is space for 80 bikes to be stored externally and 30 internal spaces including 3 electronic bicycle charging stations. Both bike storage facilities operate on a first come first serve basis. No reservations for these spaces are available. Access to the internal facilities is 24 hours and entry is by access card only.

We recommend cyclists continue to chain their bikes/helmets to the frames whilst using the enclosure and remove bikes overnight. Bikes are parked at owners’ risk.
7.6 Lockers

There are 34 lockers in the Waterfront Building for staff/student use. These lockers are located in the internal bicycle storage area and can be hired on a 3 monthly basis at a cost of $2 per week. If the amount of interest received is greater than the amount of allocated locker spaces, names will be drawn. All keys must be returned to IMAS Reception once use of your locker has ceased after the 3 months. The system will be audited. Monies from the use of locker spaces will be donated to Wild Mob [http://wildmob.org/](http://wildmob.org/). For more information regarding obtaining use of the lockers please contact IMAS Reception.

8. Finding your way around the Waterfront Building

8.1 Lifts

There are two lifts located in the Waterfront Building. The passenger lift is located at the western end of the building near the main entrance opposite the reception/security desk. This lift provides access for visitors and staff to levels 2 and 3. Access beyond the security lines on level 2 and 3 is by access card only.

The second is a dedicated service lift. It is located at the eastern end of the building behind the loading dock; this lift is primarily used for deliveries and should not be used as a passenger lift.

8.2 Stairs

The main stairs are located in the entrance area of the building. Access via the stairs to Levels 2 and 3 is by swipe card access only.

Once staff and students have passed the security line on level 1 via access card, there is second set of internal stairs which enable access to all levels of the waterfront building.

Non-emergency use of the rear fire stairs is prohibited.
9. Your work areas

9.1 Telephones

Not all desks are supplied with telephones. The principle is for most staff to have a phone. If there is an operational need for staff to have their own phone, staff should contact their relevant supervisor to place a request.

Faults – contact the ITR service desk (x1818) and give extension number, desk number and description of the problem.

If you move desks you can unplug your phone and move it to your new location. This will bring your extension number with you.

All staff are encouraged to use Microsoft Lync for internal communications within UTAS. This system requires you to have a headset and web camera for your computer. You can arrange to receive this equipment by contacting the ITR service desk on (x1818).

Training on how to use Microsoft Lync can be found at the following link:

http://www.utas.edu.au/it/unified-communications/online-training

Teleconference phones

There are 3 teleconference phones belonging to IMAS, these phones can be booked through IMAS reception on level 2 of the building.

There is one teleconference phone belonging to the ACE CRC. This phone can be obtained from Wenneke ten Hout on Level 3 of the building. You will be required to sign the phone out and sign back in upon return of the phone.

There is another teleconference phone belonging to IMOS. This phone can be obtained from Donna Chilcott on level 2 of the building. You will be required to sign the phone out and back in upon return of the phone.

Voice Mail

All staff are encouraged to use voice mail. The link on how to set it up is located on the website; http://www.utas.edu.au/it/communication-technologies/voice-communications/voicemail

If you have any problems please contact the Service.desk@utas.edu.au
9.2 Your work area—office areas

Work spaces

The Waterfront Building has been designed with both efficiency and aesthetics in mind.

Noise levels should be taken into consideration in the open planned office areas. Those staff and students in open plan areas who are using a mobile phone or making continuous calls, please consider using a small meeting room. If you are having a meeting in an office nearby to open planned spaces, please consider closing the door to minimise disruption of others. All mobile phones should be on silent or vibrate when in work areas.

Student/Staff Workstations

Workstations are equipped with:

- Ergonomic desk and chair (both height adjustable)
- Shelving
- A lockable drawer and file unit

Staff Offices

Staff office are equipped with:

- Ergonomic desk and chair (height adjustable desk, to standing position)
- Shelving
- Bookcase
- A lockable drawer and file unit
- Round meeting table and 2 visitor chairs
- Pin board

Advice on setting up your workstation in an ergonomic manner is available as part of the ‘Guideline for Use of Screen-based Equipment’.

Centralised mail, copying and printing

Mail is delivered twice daily at 10am and 2pm. Mail will then be distributed into pigeonholes. Pigeonholes are located in the entry of the Galley on Level 3. IMOS will distribute their mail to staff offices. Outgoing mail should be taken to the IMAS Reception desk on L2.

Photocopying/printing areas are located close to work areas on all levels of the Waterfront Building. The main machines are located in the hot desk and breakout areas.

The use of IMAS photocopiers will require you to enter a PIN and ID, this enables projects to be back charged. If you are an IMAS staff member or student, please contact IMAS reception on level 2 to obtain a user ID.

ACE CRC staff will print and copy on ACE CRC photocopiers/printers only. AAD staff will print and copy on AAD photocopiers/printers on their network.

IMOS staff will print and copy on IMOS photocopiers/printers only.

Please keep these areas clean and tidy, and report any problems to the IT help desk (x1818) as soon as possible.

Stationery requirements

Basic items will be supplied to staff. All IMAS staff are required to contact IMAS reception to obtain any stationery items. Stationery will not be issued to students.

ACE CRC staff will have items supplied in designated stationery areas. Supplies for ACE CRC staff can be obtained through administration.

IMOS staff are required to obtain stationery through administration.
9.3 Your work area—laboratory

In general, laboratory areas are open plan. Laboratory users need to be mindful of using shared equipment in a responsible manner, and ensuring that the areas and equipment are left clean and tidy after use.

No staff or students will be authorized to enter labs without a lab induction. For IMAS lab inductions, you need to refer the lab induction form found at the end of this manual. The form needs to be completed and signed off by the Waterfront Laboratory Manager.

DO NOT COMMENCE ANY LAB WORK WITHOUT BEING INDUCTED; also remember that strict Quarantine Laws and Procedures apply. These are explained in the lab induction.

Laboratory Induction checklist is at the end of this manual.

All ACE CRC lab inductions can be arranged by contacting administration on 7888.

Teaching laboratories

Access to teaching laboratories is restricted to students under supervision only, unless access is specifically authorised by the lecturer in charge.

The following must be observed by all users of the teaching labs:

• Laboratory coats or gowns and enclosed shoes (including enclosed heels) must be worn.
• Food and drink are not permitted.
• Any instructions given by the laboratory supervisor or technical staff must be obeyed.
• It is a condition of entry that lab rules and procedures for specific labs are strictly adhered to (for example safety glasses may be required for some activities).
• Hands must be washed upon exiting the labs.
• Bags and personal belongings are to be left in the secure places provided for them.

Level 1 (PC2) facilities

The laboratories on Level 1 are entirely within a certified PC2 envelope, which is clearly labeled. Access to these laboratory areas is restricted. Unsupervised access to this area is dependent on receiving a comprehensive induction. More detailed information is available in the Laboratory Procedures Manual. Induction and training for these areas can be arranged by contacting the Laboratory Manager.

Level 2 (QC5.2) facilities

The laboratories on Level 2 are entirely within a certified QC5.2 envelope, which is clearly labeled. Access to these laboratory areas is restricted. Only quarantine certified people are to enter these laboratories. Non-quarantine certified people are only allowed to enter with a quarantine certified person and should have completed the quarantine laboratory visitor logbook. Unsupervised access to this area is dependent on receiving a comprehensive induction. More detailed information is available in the Laboratory Procedures Manual. Induction and training for these areas can be arranged by contacting the Laboratory Manager.

Level 3 (QC5.1) facilities
Laboratories on level 3 are entirely within a certified QC1 facility, which is clearly labeled. Access to these laboratories is restricted. Only quarantine certified people are to enter these laboratories. Non-quarantine certified people are only allowed to enter with a quarantine certified person and should have completed the quarantine laboratory visitor logbook, located at the ACE CRC administration on level 3. The ACE CRC quarantine areas operate under its AQIS approved standard operating procedures (SOP) which can be obtained from the ACE CRC administration and can be located in each laboratory.

Laboratory rules are listed below. Failure to comply with laboratory rules may result in access privileges being suspended or revoked, and other disciplinary action being taken in accordance with University ordinances and procedures.

All work within laboratories is subject to UTAS policy and procedures and any specific requirements of the lab or task risk assessments. The UTAS WHS Risk Management Standard is available from the key risk topic section on the WHS website at WHS risk management information.

Lab policy and procedures are found at: http://www.utas.edu.au/work-health-safety/policies-and-standards

**Laboratory Rules**

**No tasks are to be undertaken, and chemicals or equipment used or orders without first performing or sighting an appropriate Risk assessment and gaining an understanding of the risks involved, and the mitigation strategies in place.**  
**IMAS projects and risk assessment are to be managed within the FieldTeq electronic risk management system.**

1. Keep facility doors closed;
2. Mouth pipetting is prohibited. Use mechanical pipetting devices. Do not moisten labels with your tongue;
3. Eating, drinking, storage of food, application of cosmetics and smoking is prohibited;
4. Wear a laboratory gown during work and remove it before leaving the laboratory;
5. Wear closed footwear, includes a closed shoe heel; no thongs, sandals or ‘ballet’ Shoes;
6. Wash your hands with soap and warm water after handling cultures and experimental procedures, and before leaving the laboratory;
7. Steam sterilise or chemically treat all microbiological waste before disposal;
8. Chemically disinfect all equipment used for handling cultures or contaminated material which is not readily steam sterilised;
9. Decontaminate work benches and surfaces with a disinfectant solution after spills and when work is completed;
10. All glassware should be washed either by hand or by dishwasher, dried and returned to shelves by users when procedures have been completed;
11. Only take material from the laboratory (e.g. to an autoclave or elsewhere in the building) in accordance with the Guidelines issued by the Regulator (e.g., in a sealed inner container within a closed unbreakable outer container);
12. Clearly identify and date all cultures and store them safely in a dedicated storage area;
13. Observe the practices in the Guidelines for Certification of Facilities/Physical Containment Requirements;
14. Hazards or defects in building or equipment must be reported to your supervisor or the Laboratory Manager;
15. In the event of injury during laboratory procedures, an online Incident Report must be submitted within 2 working days of the event occurring;
16. Do not use chemicals and consumables that are not yours without permission;
17. Do not use equipment and other items that are not yours without permission;
18. Follow any reasonable instruction or rule designated by your supervisor, group leader or area (room) supervisor;
19. Lab users are expected to work in manner which is courteous and respectful of other users at all times.

10. Keeping work areas safe and tidy

10.1 General work areas

Occupational health and safety is everyone’s responsibility. Each staff member has a responsibility to work in a safe manner and to report any hazards to the Laboratory Manager.

Some general guidelines have been developed to help keep work areas and valuables safe and to keep the building in good condition.

- Staff are encouraged to utilise personal storage units and shelving around their workstations to avoid clutter.
- Staff are strongly urged to keep personal valuables locked away at all times.
- Shared areas are available for books and other items that cannot be stored easily in the workstation.
- Paper recycling boxes and waste bins are provided throughout the building.
- Paper and other items should not be stored on the floor.

- Items such as photos must **NOT** be fixed on office walls with any form of adhesive blu tac, sticky tape etc. Please use pin boards for this purpose.

- Should you require framed pictures to be fixed to walls in the office spaces, please contact IMAS Reception and the appropriate arrangements for this to happen will be made.

For occupational health and safety reasons it is important to ensure that all corridors are free of clutter and are accessible at all times.

Staff need to be mindful of the need to keep confidential information secure at all times.

10.2 Working from home

The requirement to provide a safe and healthy workplace for all employees, also applies to those staff who work from home. The opportunity to work from home can only occur by formal agreement between the university and the employee. An agreement document found within the policy need to be completed if working from home occurs more than a one-off or on routine basis.

The working from home minimum standard can be found on the university website at:

10.3 Children in the workplace

The UTAS policy on laboratories and technical work areas states that children are not permitted in these areas. Children may be permitted into other areas if supervised, and by arrangement only with the area supervisor. **Children in the building must be supervised at all times.**

Provisions for changing babies and breastfeeding are available in the Waterfront Building. These are located at the eastern end of the building on Level 3, room 340C opposite the toilet facilities.

10.4 Pets

No pets other than certified assistance animals are permitted in the Waterfront Building.

10.5 Electrical goods and appliances


Tagging and testing of all electrical appliances is done on a regular basis. All computer equipment is tested every 5 years and all equipment in a hazardous environment (e.g. labs) is done either yearly or six monthly. An in house IMAS service is available for test and tagging of portable electrical appliances and equipment.

Some points to note:

- No electrical work whatsoever is to be done by unqualified staff. Report any problems to the Laboratory Manager.
- Personal fans and heaters are not permitted in the building, as they may be hazardous, and disrupt the balance of the air-conditioned building.
- Extension leads and any other electrical equipment must be compliant, and if over 12 months old must be tested and tagged in accordance with legislation.
- No electrical equipment can be brought into the building without approval from the Laboratory Manager.
- The use of multi-outlet power boards and double adaptors is discouraged.
- Kitchen electrical items must not be used in office areas.
- Small personal items such as phone chargers may be used in the workplace provided the leads do not cause a hazard. The use of radios must be agreed by all staff in a open workplace.

10.6 Pot plants

Small pot plants are permitted in the building but must be maintained by the staff member. They must sit on a shelf (not on the floor) and not protrude over anyone else’s work area. They must have appropriate bunding or tray to prevent leaking. If they leak or are not looked after properly, they will be removed without consultation.
11. Toilets, showers and change rooms

Male, female and disabled facilities are located:

- Level 1 in the foyer opposite the computer lab, Student area eastern end of the building.
- Level 2 in the foyer area opposite IMAS Reception, IMOS area Eastern end of the building.
- Level 3 In the foyer area near the Galley Dining area, eastern end of the building.

Showers and change rooms are located:

- Level 1 in the foyer opposite the Rori and Tarlanga meeting rooms. These facilities can be used by entering through the main foyer or in the internal bicycle storage area.

12. Amenities

12.1 Staff/student commons and kitchen areas

There are two areas with kitchen facilities on level 1 of the Waterfront Building. These areas are both equipped with:

- Dishwasher
- Fridge
- Zip Tap (boiling and cold water)

There are two areas with kitchen facilities on level 2 of the Waterfront Building. These areas are both equipped with:

- Dishwasher
- Fridge
- Zip Tap (boiling and cold water)

The Galley Kitchen and dining area on Level 3 is equipped with:

- 3 dishwashers
- 3 Fridges
- 2 Microwaves
- Oven/cooktop
- Range hood
- Zip tap (boiling and cold water)

There are breakout lounge areas on Levels 2 and 3. These are strictly NO FOOD zones. Coffee and other drinks are however permitted to be consumed in these areas.

Staff should be mindful that the kitchens are shared areas, and must be kept clean and tidy by the users. All kitchen consumables for IMAS and ACE CRC are ordered through IMAS Reception. IMOS kitchen supplies are ordered separately through IMOS administration.

These are monitored but if you notice that items are running low, please email IMAS Reception.

Please remain diligent in removing any items that are passed their use by date or no longer fit for consumption.
Staff and students have access to use the CSIRO canteen facilities. The canteen is located on level 1 of the CSIRO building. Staff and students **MUST** be wearing their IMAS lanyard to be permitted to use the facilities.

### 12.2 Smoking

Staff and students are reminded that smoking is **not** permitted anywhere inside the building, or within 10 metres of any building entrance or air intake. Smoking is not permitted in the car park.

### 13. Meeting and conference facilities

#### 13.1 Lecture Theatre

The 92-seat Aurora lecture theatre is situated on Level 1. This is available for staff to book through IMAS Reception. All bookings for the Aurora lecture theatre remain provisional until approved by IMAS Reception. Fees apply for public bookings. Public bookings need to be made through the University’s Venue Hire office [venuehire.office@utas.edu.au](mailto:venuehire.office@utas.edu.au)

**No food or drinks, other than bottled water, are allowed in the Aurora Lecture Theatre.**

The lecture theatre is fully equipped with audio visual facilities for presentation and centrally controlled via a touch screen control panel.

Problems with the AV equipment should be reported to the service desk on 1818 or email [service.desk@utas.edu.au](mailto:service.desk@utas.edu.au)

#### 13.2 Meeting/seminar rooms

There are 5 semi-private meeting rooms split between levels 2 and 3 of the building. These meeting rooms seat 8-10 people. All staff and student bookings must be booked through IMAS Reception. All bookings for ACE CRC and IMOS can be made through Wenneke ten Hout, Donna Chilcott or Kate Reid.

The Natta Board room is located on Level 2 of the building. This room has the capacity to seat 26 people. The Natta Board room is available to book through IMAS Reception. All bookings for the board room remain provisional until approved by IMAS Reception. All public and student bookings must be made with IMAS Reception. Fees apply for public bookings.

Laser pointers are available to use for meetings. These are available from IMAS Reception and must be signed out by the user upon collection.
13.3 **Videoconferencing facilities**

Videoconferencing is available in the Theodore Flynn room 225 and the Minke room 222 on Level 2. For IT support for either of these two rooms please contact TPAC via email [helpdesk@tpac.org.au](mailto:helpdesk@tpac.org.au).

There are two portable videoconferencing systems available for use on level 2 and 3. The Boardroom on Level 2 also has video conference facilities. For IT support on these systems please contact the IT service desk on 1818 or email [service.desk@utas.edu.au](mailto:service.desk@utas.edu.au).

13.4 **Laser pointers**

Laser pointers are available for staff to use for meetings and conferences. These can be obtained at IMAS Reception. They do need to be signed in and out upon collection and return.

14. **Building Services**

14.1 **Air conditioning and ventilation**

The waterfront building is fully air conditioned. The building uses a seawater heat exchange system. The north side of the building uses active and passive chilled beams using active mass.

Large and small group rooms and laboratories on all levels are provided with local on/off switches linked to Building Automation System. This allows occupants to switch on the air conditioning system in the room when it is to be occupied. This function is provided to reduce energy consumption of the building.

The northern side of the building has been fitted with blinds. These should be utilised to avoid increased heat load in the building during the warmer months.

14.2 **Lighting**

Open plan work spaces and laboratories are adjacent to large windows wherever possible allowing ample natural daylight.

The majority of the lighting is managed by the control system in the form of movement and photo sensors for energy efficiency.

There is emergency lighting in the ceiling on each level, the building will always maintain sufficient lighting for safe exit from the building in an emergency evacuation.
Office and other areas
In general, lights in office areas are activated either by movement detectors or local switch control. Lights will be automatically switched off if the detectors are not reactivated for a long period of time. Users are asked to leave the light switches in the ‘on’ position in these areas.

Laboratory areas
The lights in open laboratory areas are mainly activated by movement detectors with local switch control for some of the laboratory support areas and laboratory benches. Lights will be automatically switched off if the detectors are not reactivated for a long period of time (the duration is adjustable).

14.3 Cleaning
Cleaning is provided by contract, administered through the UTAS Cleaning Supervisor. Staff should raise any cleaning issues with the Laboratory Manager or IMAS Reception.

14.4 Waste management
The Waterfront Building complies with the UTAS recycling and waste reduction policies, and recycling is encouraged where possible.

Paper
Large ‘sulo’ recycling bins are positioned in storage and utility areas around the building, close to photocopy machines. Work groups are encouraged to provide a communal recycling box close to workstations for non-confidential waste, which should be emptied periodically into the bins.

Separate bins are provided for confidential papers. Please ensure that confidential waste is disposed of appropriately.

Cardboard
There are several recycling bins for cardboard in storage areas around the building, and in the waste area at the rear of the building. Emptied and collapsed cardboard boxes for recycling should be left in office corridors for collection by the cleaning staff. Please ensure that these are not in traffic areas.
Bottles, cans and recyclable plastics
Co-mingle bins are provided in kitchens and in the foyer.

Batteries
Batteries can be recycled in the bin provided in the loading bay.

Toner Cartridges
Recycle boxes are supplied in photocopy/printer utility areas.

Biological and/or hazardous waste
Information on disposal of laboratory biological and/or hazardous waste can be found in the UTAS Laboratory Procedures.
15. Useful links

Work health and safety

Work health and safety policies and standards

Emergency contacts and procedures

Human Resources
http://www.human-resources.utas.edu.au

Campus Services
http://www.utas.edu.au/campus-services

Web Kiosk
https://secure.utas.edu.au/web-kiosk

Forms
http://www.staff.utas.edu.au/forms

Service Desk
http://www.utas.edu.au/service-desk
IMAS WATERFRONT LABORATORIES

INDUCTION CHECKLIST

Some laboratories may have equipment and or practices that are not covered in this checklist. Such items should be added (as appropriate) on additional sheets and attached to the existing checklist.

Staff/Student Name: ……………………………………………………………………………………………………………………………

Position: ……………………………………………………………………………………………………………………………………………

Supervisor: ………………………………………………………………………………………………………………………………….........

Inducted By: ………………………………………………………………………………………………………………………………………

Date of Induction: …………………………………………………………………………………………………………………………………

Laboratories covered by this induction: …………………………………………………………………………………………………

It cannot be assumed that people entering into a new or different workplace will automatically be familiar with the normal practices of that workplace and the equipment contained therein. Accordingly, each supervisor has a duty of care to ensure that each person who works in their laboratories has both an initial and ongoing assessment /induction into their laboratories equipment and work practices.

The IMAS-MAF Laboratory Induction Checklist provides an initial induction into the Environmental Laboratories. While the completion of an initial induction is a good start, it does not negate the requirement for the laboratory supervisor to monitor each person’s laboratory activities and to provide training and or direction as required for research activities. Equally, it is expected that researchers who are unsure or unfamiliar with equipment or processes will seek assistance from the supervisor or the technicians before commencing to work.
Information:

| Designated work areas clearly indicated. |  |
| Shown procedures for reporting accidents and incidents and potential hazards to lab coordinators, supervisors and WHS representative. Also directly to UTAS WHS unit. | [https://secure.utas.edu.au/work-health-safety](https://secure.utas.edu.au/work-health-safety) |
| Requirement and procedures for undertaking risk assessments. Risk assessments of all laboratory procedures are to be undertaken and/or reviewed by persons before they start work within these laboratories. All Risk Assessments must be completed within FieldTeq ([https://itsbyfteqapp1.utas.ad.internal/Login.aspx?ReturnUrl=%2fDefault.aspx](https://itsbyfteqapp1.utas.ad.internal/Login.aspx?ReturnUrl=%2fDefault.aspx)), as part of your Project. Risk Assessments involving chemicals must include a summary of MSDS for each substance. |  |
| Higher risk chemicals - e.g. formalin, mercuric chloride, osmium tetroxide. Authorised users only, SWP. |  |
| IMAS Work Health and Safety Course: This course is MANDATORY. To access the course, log into MyLO2 via the following link and select the course called “IMAS Staff and Student Workers Safety Course”. | [https://mylo2012.utas.edu.au/](https://mylo2012.utas.edu.au/) |
| If you can’t see the course within MyLO2, please email your full name and UTAS user name to [mark.natoli@utas.edu.au](mailto:mark.natoli@utas.edu.au). |  |
| Main Building Laboratory Contacts: |  |
| Toby Bolton (IMAS Waterfront Laboratory Manager) – 0457 300 222, 6226 6919, [toby.bolton@utas.edu.au](mailto:toby.bolton@utas.edu.au) |  |
| Mark Natoli (IMAS Operations Manager) – 0409 338 670, [mark.natoli@utas.edu.au](mailto:mark.natoli@utas.edu.au) |  |
| IMAS Operations Manager: | [Mark.Natoli@utas.edu.au](mailto:Mark.Natoli@utas.edu.au) |
| University WHS contacts: |  |
| General Enquires: Email: [health.safety@utas.edu.au](mailto:health.safety@utas.edu.au) |  |
| Telephone: +61 3 6226 6298 |  |
### General Housekeeping:

- **All laboratory users have a duty of care to anyone who enters the laboratory at any time (including cleaners).**
- **Footwear** – closed footwear to be worn at all times in laboratory, regardless of activity.
- **Laboratory coats** to be worn as appropriate.
- **Long hair tied back.**
- **No eating, no drinking and no smoking** in any laboratories. This is a fundamental health and safety requirement.
- **Hand wash facilities in all labs. Wash your hands after every lab session.**
- **Clean up** – all bench areas and sinks to be cleared and cleaned unless a person is continuing to use on a daily basis. If using on a daily basis, label bench area with name and information on required use. All equipment is to be washed, dried and stored when finished with.
- **Location of cleaning equipment** e.g. detergents, mop, dust pan and brush
- **Location of chemical spill kits, and how to use.** All spills are to be cleaned up immediately. Spill plan must be in Haz Chem Risk assessments. Large spills of chemicals may be extremely hazardous – contain spill if safe to do so, clear lab and get help from staff.
- **All chemicals are to be labelled and stored appropriately in labs.** If decanted into an unlabelled container, a label should be printed and fixed to the new container. This label must include the name of the chemical, date, name of person who made/uses and the appropriate cautions and risk & safety phrases eg flammable, corrosive, poison, oxidising agent. See MSDS for appropriate labelling information.
- **Ethanol at Taroona** - stores, access to ethanol, and log system.
- **Work only within your designated areas and keep samples within your allocated workspace**
- **Samples in formalin of any concentration are not to be stored in the laboratories. Samples for immediate use may be kept in the sorting lab under extraction vent, but must be clearly labelled and returned to external stores promptly.**
- **All samples are to be fully labelled with name, date, project title and site as well as any appropriate cautions eg flammable, corrosive, poison, oxidising agent. Cold storage should also have an expiry date**
- **All sample containers should be stored within plastic boxes to contain any leaks.** This applies both in the laboratory and for long term storage.
- **For any problems with power, water, lighting and room fittings contact technical staff.**
  Toby Bolton – 0457 300 222; 6226 6919, toby.bolton@utas.edu.au
  Mark Burgess (Facilities Manager) - 0409 807 080, mark.burgess@utas.edu.au
- **If any equipment is dubious/faulty – see technical staff before proceeding.**
- **Obtain training from an appropriate person before using any piece of equipment for the first time.**

### Laboratory Safety:

- **Hazards** – tick relevant hazard types and discuss:
Correct hazards immediately if you can safely do so and inform technical staff. Alternatively see OH&S Representative to start hazard resolution process if required.

### Personal Protective Equipment (PPE)
- **Location**, cleaning equipment and examples of expected use.
- **Gloves** - locations, use and correct disposal.
- **Laboratory coats** - to be worn as appropriate.
- **Eye protection** – locations of safety glasses and goggles.
- **Ear protection** - to be worn as appropriate.
- **Respiratory protection** – location if required (to be worn under specific circumstances).
- Other (list as appropriate):

### Fume cupboards:
- Any chemicals that may generate hazardous fumes, dusts or aerosols must only be used within a suitable fume cupboard.
- Correct use techniques.
- Not for general storage of chemicals

To be kept clean.

### Emergency Shower/eye wash units
- Locations, operation and discussion on use.

### Waste disposal streams:
- **Clean glass bin** (wet lab) - must be clean as goes to landfill.
- **Sharps bins** (all labs - yellow) - appropriate for needles, scalpels etc
- **General rubbish bins** (all labs) - nothing hazardous.
- **Chemicals/contaminated waste** - if sharps cannot have all chemical residues removed you should treat as chemical waste (see below).
- **Quarantine materials** (level 2 labs) needs to be disposed of in accordance with the requirements of Quarantine Approved Premises levels 5.1 and 5.2 (see Requirements for work on Quarantine Materials below)

Chemical waste – all chemical waste (liquid, solid chemicals and contaminated materials) is to be collected and stored for appropriate disposal by a licensed contractor. Consult
supervisor/technicians for guidance on collection and storage of specific chemical waste.

Signage – located with all safety and emergency equipment as appropriate.

**Requirements for work on Quarantine Materials:**

- Requirement for visitors to sign in/out at security for access to Quarantine Approved Premises
- Requirement for qualification as a Quarantine Approved Person (QAP) or direct supervision by a QAP for work on Quarantine materials
- Shown locations of QC5.1 and QC5.2 Criteria and SOP’s
- Show location of Quarantine spill kits, clean up procedures and spill log book
- Shown location of autoclave and instructed in its use for destruction of quarantine materials
- Shown location of autoclave log for quarantine materials & informed of procedures
- Shown location of equipment movement log (NB: only relevant to equipment that comes into contact with quarantine materials)

**Emergency/First Aid Procedures:**

Fire extinguishers and fire blankets – locations, type, when to use, how to use.
- Dry chemical (ABE) and CO₂
- General procedure for fire:
  1) If fire occurs, you must first raise the alarm (break glass outside lab) – this is your ONLY obligation.
  2) Then if you are confident and *you can do so safely*, you could attempt to use a fire blanket or extinguisher.

First Aid:
- Location of First Aid room.
- First Aid Officer: Julia Jabour (room 113B, 6226 2978).
- Note: All divers are trained in first aid.

Accidents – Immediately notify supervisor/laboratory coordinator or technical staff/WHS rep. to start reporting process and initiate assistance.

Evacuation and other emergency information

Evacuation Alarm – always treat as real. Vacate laboratory and make way to nearest exit.

Fire exit locations

**IMAS Fire Wardens.**

Level 1: Chief wardens - Toby Bolton 0457 300 222 (room 109C), Security Desk 6226 6920,
Marcus Haward 6226 2333 (room 113C)

Level 2: Jenna Patterson 6226 6379 (reception), Amy Conley 6226 6379 (reception), Pete Strutton 6226 6595, Antony Cave 6226 1818 (room 109D), Sarah Ugalde

Security – lab users responsible for security of the lab and its equipment. Any problems call security Ext 6226 7600 (24hrs).

**After Hours Work:**

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Waterfront Building Handbook 41
| Work hours are defined as Monday to Friday 8.30am to 5pm (when the front office is open). All lab work outside these hours and on weekends is considered to be after hours work.  
|  
| • It is a requirement that staff/students sign in & out for out of hours work.  
| • It is a general requirement that no hazardous procedures be undertaken in the labs after hours (in particular work using hazardous chemicals).  
| • Where this is unavoidable (e.g. post-fieldwork sample processing), then a minimum of two persons must be present in or around the labs at all times.  
| • Hazardous procedures including work with hazardous chemicals must never be undertaken after hours by a person working alone.  |

This completed checklist is to be signed and dated by the inducted person and their immediate supervisor at IMAS-MAF, and also Toby Bolton (Laboratory Manager). The lab coordinator retains a copy, and provides a copy to the inducted person. The original will be stored in the **IMAS Waterfront Laboratories Induction file** in the main office at IMAS-MAF.

**Declaration:**

I have completed the Laboratory Induction and have satisfactorily received the information listed in the induction checklist. I understand and agree to abide by the general and specific safety rules outlined in the induction.

| Name of Inductee……………………………….. | Signature/Date……………………………………….. |
| Name of Supervisor……………………………….. | Signature/Date……………………………………….. |
| Name of Lab Coordinator………………………. | Signature/Date……………………………………….. |

**Record Keeping:**

Copies of the completed document must be kept as outlined below (person running the induction should sign and date when completed).

| Original copy of this completed document is filed in front office at IMAS-MAF. |
| Scanned copy is uploaded to worker’s Project in FieldTeq. |
| Copy of this document is provided to worker. |