

Laboratory Clearance for the Safe Conduct of Building Works Procedure

Version	2.1
TRIM file number	
Short description	A procedure to identify and manage any residual laboratory hazards prior to allowing works to commence in or to a laboratory.
Relevant to	Persons engaged to conduct or supervising building works in a Laboratory
Authority	This procedure has been approved by Executive Director in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 1, GOV10.
Responsible officer	Facilities OHS Manager
Responsible office	Division of Facilities Management
Date introduced	
Date(s) modified	August 2012
Next scheduled review date	August 2014
Related University documents	University OHS Policies Bio-safety (Committee) manual Radiation Safety (Committee) manual Chemical Safety (Committee) manual
Related legislation	NSW WHS Act 2011 NSW WHS Regulations 2011
Key words	Laboratory, Clearance, Building works

1. PURPOSE

- 1.1 To identify and eliminate existing laboratory hazards to allow the conduct of building works to be undertaken without laboratory risks to the works personnel. If this is not reasonably practical then,
- 1.2 Ensure that the appropriate (and robust) controls are employed to ensure that the works can be conducted in a safe manner, by non laboratory personnel.

2. SCOPE

- 2.1. This clearance procedure applies to any works under the direction or control of the Division of Facilities Management.
- 2.2. Works are not to commence until clearance is provided by the Facility Manager on the prescribed clearance form.

3. REFERENCES

This clearance procedure is to be used in conjunction and with reference to other relevant university policy that may include:

- University OHS Policies
- Biosafety (Committee) manual
- Radiation Safety (Committee) manual
- Chemical Safety (Committee) manual

4. RESPONSIBILITIES

- 4.1 Facilities Manager. The Facility Manager is responsible for ensuring that the attached clearance form is completed accurately, signed and provided to the University's nominated Project Officer prior to allowing the conduct of works within or to the facility.

The Facilities Manager must ensure that the area is thoroughly cleaned and decontaminated, chemicals removed and any residual hazards clearly identified.

- 4.2 The University's nominated Project Officer. The University's nominated Project Officer must ensure that the attached clearance form is provided to and discussed with the building contractor prior to commence of works. Any residual risks must be addressed and reviewed during the project. Additional advice or information may be required from the Facility Manager or the relevant University Safety committee to ensure the works are conducted in a safe manner.

5. PROCEDURES

- 5.1 Facility must be cleaned or decontaminated by trained person(s) to ensure the area is safe for non laboratory personnel to conduct works within or to the facility.
- 5.2 All material must be removed from fume cupboards. If fume cupboard duct work is to be removed or worked on and it is not practicable to decontaminate, specific notice must be made to its inherent hazards. The Facility Manager must work with the Project Staff to ensure that decontamination or containment is undertaken.
- 5.3 Information on the uses of the facility, in lay terms, must be included on the clearance form.

- 5.4 Ensure that all sinks are cleaned with particular emphasis on 'U' traps to remove any flammable or materials hazardous materials that be present.

ATTACHMENT

1. Example of the Laboratory facilities clearance form for building works

The electronic form can be downloaded from the Division of Facilities Managements website under 'documents and forms' at <http://www.csu.edu.au/division/facilitiesm>

Division of Facilities Management
Laboratory Clearance Form for the Safe Conduct of Building
Works

<p>1. Facility details</p> <p>Campus:</p> <p>Building:</p> <p>Room(s):</p>
<p>2. Uses of facility (present / past)</p>
<p>3. Building works to be conducted (brief summary)</p>
<p>4. Decontamination / cleaning undertaken and by whom</p>
<p>5. Any residual hazards</p>
<p>6. Facility Managers declaration</p> <p>Facilities Manager name:</p> <p>Facilities Manager Signature:</p> <p>Date:</p>
<p>7. Further actions to be undertaken:</p> <p>Action:</p> <p>Date:</p> <p>By whom:</p>

Table of amendments

Version number	Date	Short description of amendment
v1.0	23 July 2010	Initial document development
V2.0	3 August 2010	First review. Minor commentary changes. Addition of 'further actions' to attachment 1
V2.1	1 August 2012	Put onto new template. Separated form from the procedure and made the form an online pdf form. Minor commentary changes