







SWP No FOSH-SWP084	Category General electrical equipment	Date of last review 3.03.2025
Activity / Task / Equipment Operation of the Maggy Lamp		

All users MUST review this SWP prior to use to:

- ensure safe practice for operator & equipment; and
- prevent injury to all workers

1) Personal Protective Equipment PPE requirement as per activity being conducted. Could include- <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Eyewear </div> <div style="text-align: center;">  Gloves </div> <div style="text-align: center;">  Footwear </div> <div style="text-align: center;">  Clothing </div> </div>	Safety Warnings <ul style="list-style-type: none"> • Electrical device – potential shock
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2) Residual Risk Level (refer to relevant Risk Assessment and CSU risk matrix)

Low	Medium	High	Very high
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3) Procedure (Include a description of all steps involved in the performance of the task)

NOTE: All PPE required must be listed and the minimum PPE for each chemical must be included as per the relevant SDS

Step	Description Task/Activity step	Possible Hazards	Safety Controls
1)	Before you start: <ul style="list-style-type: none"> • Always check equipment for obvious signs of damage. Do not use if damage is evident. Advise Supervisor or person responsible. • Check that test and tag has been completed within 12 months • Screw clamp firmly, ensuring lamp is secure and stable. 		Service the machine if necessary. Repair or replace worn or fatigued equipment prior to use in consultation with facility manager. Annual electrical test and tag in accordance with AS/NZS 3760:2010.

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	Ensure that adjustable hinge points are at an appropriate tension; the head of the lamp can then be moved to a desired position.		
2)	<p>Plug into power point and switch on.</p> <p>Place item to be viewed under the lamp and on the top of light box.</p>	Electrocution/electric shock	<p>Annual electrical test and tag in accordance with AS/NZS 3760:2010.</p> <p>Never operate switches with wet hands. Do not use any tools in damp or wet conditions unless they are specially designed for those conditions.</p> <p>Service the machine if necessary.</p> <p>Repair or replace worn or fatigued equipment prior to use in consultation with facility manager.</p>
3)	<p>When you finish:</p> <p>Switch off light and power point.</p> <p>Wipe down lamp with a cloth and a small amount of Viraclean or ethanol.</p> <p>Close the folding arm of the lamp and wrap cord around in a tidy manner.</p>	Chemical Handling	Follow SDS and RA for ethanol and Viraclean

4) Supporting documentation/additional information

Ethanol Chemical RA
Viraclean Chemical RA

5) In the event of Incident or Emergency:

Follow facility guidelines for emergency and/or incident management.

Follow all instructions provided by the Warden

Call nearest First Aid Officer and University Security 1800 931 633

If ambulance required. Call an ambulance (000), nearest First Aid Officer and University Security 1800 931 633

When safe to do so, lodge incident report on the University's Protecht database and notify the Facility Manager.

Police/Ambulance/Fire: 000

CSU Security : 1800 931 633

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6) Responsibilities:

The Facility Manager is responsible for:

1. Ensuring all operators are inducted.
2. Identifying the training required.
3. Organising training if required.
4. Ensuring this SWP is reviewed and kept up to date.
5. Maintaining appropriate training records.
6. Organising and monitoring maintenance and repair.
7. Ensuring appropriate PPE is available.

The Users (Academic and Technical Staff) are responsible for:

1. Completing a Facility Induction with the Facility Manager or delegate
2. Being appropriately qualified to work in the Facility.
3. Completing required training and signing training register.
4. Requesting additional training if required.
5. When appropriate being assessed as proficient in a specific task before undertaking the task alone.
6. Reading and agreeing to follow SWP by signing training record.
7. Ensuring nearby personnel are aware of any potential hazards.
8. Academic staff are responsible for the supervision of undergraduate students in their class.
9. Academic staff are responsible for ensuring their research students are appropriately trained and for providing the Facility Manager with signed competencies.
10. Academic staff are responsible for supervising their research students until they are signed off as competent.

Students:

1. Complete a Facility Induction.
2. Complete training as required and signing appropriated training register (post grad).
3. Reading and agreeing to follow SWP by signing training record (post grad).
4. Not be in the Facility alone unless prior approval has been granted.
5. Follow the instructions of Academic and Technical Staff.

7) References (including manuals, Standards or Acts):

Operating Manual: Maggy Lamp.

8) Training Requirements/Competencies:

Only nominated and trained persons are to use this equipment.
Training in accordance with this SWP with guidance from authorised personnel.

9) Engineering Details, Certificates, SafeWork NSW Approvals:

NA

10) Maintenance Requirements:

Test & Tag - AS/NZS 3760:2010

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11)Waste Disposal Requirements:

NA

SWP Assessment Control *(please insert digital signatures)*

Assessed By	Recommended By	Approved By
<div>X</div> <div>Name: Date:</div>	<div>X</div> <div>Name: Date:</div>	<div>X</div> <div>Name: Date:</div>
<div>X</div> <div>Name: Date:</div>	<div>X</div> <div>Name: Kylie Kent Date: 03.03.2025</div>	<div>X</div> <div>Name: Date:</div>

To add a signature, double click the signature line. Once the document has been signed changes cannot be made to the document. To add multiple signatures, select an unsigned signature line to add new signatures and save the document.

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Risk Rating Guides and Hierarchy of control

Please consult the [Risk Management Guidelines](#) for the complete risk guidelines (including impact ratings) and the [Risk Appetite Statement](#) for risk tolerance.

Risk Likelihood Ratings Guide		
Likelihood Rating	Description	Indicative Frequency of Occurrence
5. Almost Certain	The event will occur within the planning period.	Greater than 90% chance of occurring/known to occur every year.
4. Likely	The event is likely to occur within the planning period.	51% to 90% chance of occurring/once every 1-2 years.
3. Possible	The event may occur within the planning period.	30% to 50% chance of occurring/once every 2–3 years.
2. Unlikely	The event is not likely to occur in the planning period.	5% to 30% chance of occurring/once every 3–5 years.
1. Rare	The event will only occur in exceptional circumstances.	Less than 5% chance of occurring/once every 5–10 years.

Level of Risk	Recommended Action
Low:	Manage risk with existing controls in place
Medium:	Acceptable provided current and additional controls are verified as effective and in place by the site, task or activity manager or their delegate
High	Only acceptable if it is not practicable or efficient to reduce the level of risk and approved by Division or Faculty head or their delegate
Very high	Not permitted unless approved by the executive leadership team. If approved, long term reduction plan required.

Risk Ratings Matrix					
Risk Matrix	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
5. Almost Certain	Medium	High	High	Very High	Very High
4. Likely	Medium	Medium	High	High	Very High
3. Possible	Low	Medium	Medium	High	High
2. Unlikely	Low	Low	Medium	Medium	High
1. Rare	Low	Low	Low	Low	Medium

Hierarchy of control		
Level	Control	Abbreviation
1	Elimination- e.g eliminate the chemical or hazard by use of alternative means.	ELI
2	Substitution- e.g. substitute with a safe chemical.	SUB
3	Isolation- isolate or separate the person from the hazard.	ISO
4	Engineering- engineering solution e.g. fume cabinet.	ENG
5	Administration- use of procedure, safe working procedures and / or training.	ADM
6	PPE - use of personal protective equipment.	PPE

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