**FACULTY OF SCIENCE**

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Faculty Policy for the use of the Engineering Workshop (Building 264 Wagga Wagga Campus)

1. Staff wishing to use the Workshop must send an email to the Faculty of Manager (pryall@csu.edu.au) copy to Senior Technical Officer (MUL) (lhawkins@csu.edu.au) with the following information:
* Date and time access is required.
* Work to be undertaken.
* Equipment to be used.
* Copy of the training certifications in Welding and/or Machining if welding equipment or lathes and mills are to be used.
1. If access is approved by the Faculty Manager the relevant staff must complete Risk Assessment/s, Safe Work Procedure documentation and undertake a facility induction as directed by the Senior Technical Officer (MUL).

Forms may be found at: <http://www.csu.edu.au/faculty/science/technical/procedures-forms>

1. Following completion and approval of Risk Assessment, Safe Work Procedures and facility induction, the keys may be picked up from the Laboratory Store.
2. Following completion of work the Workshop must be locked and alarm set (alarm code is on the key tag)
3. The Workshop must be left clean and tidy. No equipment or tools may be removed from the Workshop.
4. Workshop users are responsible for the purchase of any consumables required.
5. Workshop users must report any equipment damage/breakage to the Senior Technical Officer (MUL) and will be responsible for the cost of repairs.



1/09/2015

Peter Ryall

Faculty Manager, Faculty of Science

Charles Sturt University