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| **SWP No** Click or tap here to enter text. | **Category**Click or tap here to enter text. | **Date of last review**Click or tap here to enter text. |
| **Activity / Task / Equipment**Click or tap here to enter text. |
| 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**

Eye-Protection-Safety-Label-LB-0319Gloves-ISO-7010-Safety-Label-LB-0316images-footwear2Wear-Clothing-ISO-7010-Safety-Label-LB-0462Wear-Mask-ISO-7010-Safety-Label-LB-0465Eye-Protection-Safety-Label-LB-0326Hairnet-Required-Safety-Label-LB-1633images-sunEyewearGlovesFootwearClothingBreathingHearingHairSun / UV | **Safety Warnings** *(Outline warnings e.g., equipment safety warnings or chemical hazard statements)*Click or tap here to enter text. |
| 1. **Residual Risk Level** *(refer to relevant Risk Assessment and CSU risk matrix)*
 |
| **Low** | **Medium** | **High** | **Very high** |
|[ ] [ ] [ ] [ ]
| 1. **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* |

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| **Step** | **Description Task/Activity step** | **Possible Hazards** | **Safety Controls** |
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| 1. **Supporting documentation/additional information** *(include detail or list all attached)*
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| 1. **In the event of Incident or Emergency:**

*(outline what steps need to be taken to safety shutdown of stop the activity in the event of an emergency)*In the event of an injury:Call nearest First Aid Officer and University Security 1800 931 633If ambulance required. Call an ambulance, nearest First Aid Officer and University Security 1800 931 633When safe to do so, lodge incident report on the University’s Protecht database and notify the Facility Manager. |
| 1. **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 Manger 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.
3. Reading and agreeing to follow SWP by signing training record.
4. Not be in the Facility alone unless prior approval has been granted.
5. Follow the instructions of Academic and Technical Staff.
 |
| 1. **References** (including manuals, Standards or Acts)**:**

*(include any standards, codes of practices or other reference material that has been used in the development of the SWP)* |
| 1. **Training Requirements/Competencies:**

Only nominated and trained persons are to use this equipment.Training in accordance with this SWP with guidance from authorised personnel. |
| 1. **Engineering Details, Certificates, SafeWork NSW Approvals:**

*(detail the name and manufacturer of the equipment, and list Work Safe NSW registrations etc where the SWP is for the operation of equipment)* |
| 1. **Maintenance Requirements:**

*(list all maintenance requirements where the SWP is for operation of equipment)* |
| 1. **Waste Disposal Requirements:**

*(list all waste disposal requirement – including any special disposal requirement for any equipment)* |

**SWP Assessment Control**

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| **Assessed By** | **Recommended By** | **Approved By** *(add digital signature)* |
|  |  |  |
| Name: | Name: | Name: |
| Date: | Date: | Date: |
|  |  |  |
| Name: | Name: | Name: |
| Date: | Date: | Date: |

Please consult the [Risk Management Guidelines](https://policy.csu.edu.au/download.php?associated=1&id=532&version=3) for the complete risk guidelines (including impact ratings) and the [Risk Appetite Statement](https://policy.csu.edu.au/download.php?associated=1&id=941) for risk tolerance.

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| **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. |

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| **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 |

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| **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. |

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| **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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