

 UNSW <small>THE UNIVERSITY OF NEW SOUTH WALES</small>	Visitors to UNSW Facilities Guideline
UNSW Guideline	
Control number	OHS414
Linked UNSW policy	This guideline details actions and processes pursuant to the UNSW OHS Policy.
Responsible Officer	Director, Human Resources
Authorisation	Director, Human Resources
Contact Officer	Manager, OHS and Workers Compensation
Effective Date	1 January 2007
Superseded Documents	Visitors to UNSW Facilities OHS Guideline v1, June 2005
Review	This procedure will be reviewed in accordance with the OHS Management System Review Procedure.
File Number	TRIM 2004/1716

1. Purpose

The purpose of this Guideline is to help standardise and clarify procedures relating to persons visiting facilities of the University of New South Wales (UNSW), especially laboratories, workshops and other areas of a moderate to high risk nature. The Guideline will assist local areas develop procedures to manage the occupational health, safety and welfare of visitors. It is the intention of UNSW to ensure all persons are protected while visiting and/or working in its facilities.

2. Scope

This Guideline applies to all UNSW laboratories, workshops and other facilities where visitors may be potentially exposed to risks to their health, safety and welfare.

3. Definitions

Moderate Risk Facilities:

Includes UNSW facilities where moderate risk activities are undertaken, such as: PC2 lab, low level radiation lab, work shop, construction site, class 3 laser lab, chemistry lab, anatomy lab.

High Risk Facilities:

Includes UNSW facilities where high risk activities are undertaken, such as: PC3 or PC4 lab, medium or high level radiation lab, class 4 laser lab, some work shops (see section 4.4).

Local area: The Unit / School / Centre / Department responsible for the facility that is being visited.

Visitor: means a person who does not normally reside or work in an area and is therefore not familiar with local hazards. This may include:

- Persons visiting unfamiliar work areas – whether in their own School/Unit or elsewhere.
- Contractors, labour hire, consultants, volunteers, work experience students and children of staff and students.

Work: Applies to all types of activities undertaken including laboratory tasks, clerical tasks, study, demonstration or maintenance of plant and equipment, and demonstration of experiments.

Competent person: Refers to someone who works in the local area and is familiar with its hazards.

4. Guidelines

Responsibilities

- The implementation of, and ongoing compliance with, this Guideline is the responsibility of all Heads of School and Divisional units.
- Heads of School/centre/unit are responsible for all visitors to the local area.
- The person coordinating the visit is responsible for ensuring an induction takes place when required. An [induction form](#) is available on the OHS unit website and should be completed as part of the visitor induction process.
- Visitors are responsible for cooperating with UNSW OHS requirements and not interfering with any aspect of the OHS Management System.
- All local areas that allow visitor access to “Moderate or High Risk facilities” are responsible for developing and implementing a local procedure incorporating the requirements of this guideline. A Model procedure is available in Appendix 1.
- Staff and Students, when visiting, are responsible for following the requirements of this guideline and any additional procedures of the local area being visited.
- Organisers of special public events such as open days, fetes or functions are required to undertake a risk assessment for the event.

Requirements for all Visitors

Visitors should attend the school office or be met by the person organizing the visit.

Visitors should be accompanied to moderate and high risk areas by a UNSW staff member.

Visitors must be inducted according to local area program or be accompanied by a competent person for the duration of the visit.

Visitors to high risk facilities must always be inducted.

Visitors being left alone must always be inducted.

Visitors to moderate risk facilities must receive an appropriate induction.

The extent of any induction will depend on the duration of the visit, level of supervision, types and level of hazards and the assessment of risk. The risk assessment will determine the content of induction and should consider:

- Emergency and evacuation instructions, including assembly areas.
- Identification of Immediate or accessible hazards.
- Identification of OHS signage and its meaning.
- Information about access restrictions.
- Requirements for wearing of personal protective equipment (PPE) for the area.
- Location of first aid and fire control facilities.
- Location of welfare amenities such as tea rooms, rest rooms and toilets.
- Relevant local procedures commensurate with type and duration of stay.
- Other information as determined by risk assessment such as an understanding of what is appropriate behaviour for all persons in the workplace.

Records should be kept identifying the content of induction and that the inductee has accepted and agreed to adhere to the OHS requirements. The OHS Induction form for visitors satisfies this requirement.

Staff in the facility visited should be advised of the visitor presence, duration of the visit and whether working alone.

A record of visitors name, purpose and time of arrival and departure may be recorded in case an emergency situation arises. For visits longer than one day, a more detailed record should be kept including emergency contact details.

After hours visiting should be approved beforehand by the appropriate local area manager and should be in accordance with [UNSW After Hours Procedure](#).

Children must be supervised at all times.

4.1 Requirements for visitors conducting work

Visitors engaging in any work activity or observing staff or students undertaking high risk work, must obtain authority to do so from the Head of School, Unit manager, lab manager or local area supervisor. A [laboratory induction and authorisation form](#) is available to aid this process for laboratory areas.

All work undertaken by visitors must be covered by a risk assessment, safe operating procedure, safe work method statement or equivalent.

Visitors who are working should be supervised until they are deemed competent to work unsupervised (based on qualifications, training and experience). Also see section for Work experience students and Volunteers.

The following additional induction information should be considered:

- All relevant and appropriate training normally associated with the task/activity, especially risk assessment and control.
- Procedures for spills control and waste disposal.
- Information on procedures for reporting of hazards, incidents and illnesses.
- Who to contact to get safety concerns addressed.

4.2 Requirements for work experience students and Volunteers

This section must be read in conjunction with **4.1** and the same requirements applied with special consideration to the following.

There is a need to recognise that young people and volunteers are often likely to be inexperienced in the workplace and unaware of health and safety risks. Students may be physically, mentally and emotionally immature. It is imperative that appropriate measures are taken to meet the specific OHS needs and requirements of young people and volunteers while in the workplace.

A work experience student or volunteer may **lack:**

- any experience in a workplace;
- understanding of why they should follow safety instructions;
- ability to make judgements about the safety of themselves and others;
- background knowledge or understanding of warning signs to recognise that they may be exposed to a hazard;
- experience in using personal protective equipment and/or;
- the ability to work with minimum supervision.

Staff must be made aware of the special responsibilities associated with working with children and young people under 18 years of age. (refer to "[An employers guide to workplace learning for secondary students in government schools and TAFE NSW institutes](#)", Revised Ed. 2005)

- Supervisors may be required, by high schools, to sign off that they are not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children.

4.3 Requirements for contractors

All contractors, engaged by Facilities Management, must complete the UNSW Site Specific OHS Induction for contractors.

Other units engaging contractors must ensure an induction program is in place and implemented.

Contractors working in laboratories and workshops must receive a local area/facility induction. A [laboratory induction and authorisation form](#) is available to aid this process for laboratory areas.

Contractors must contact local area/facility supervisors before entering a laboratory or workshop area to carry out services.

Contractors must fully inform the local area/facility manager/supervisor of the nature of their intended work and of any hazards associated with that work.

Facility staff should be advised of contractor presence, nature of work (including introduced hazards and disruption of services) and duration of visit.

Hazardous work involving sources of heat and/or ignition must be notified in advance to allow dangerous goods and hazardous substances to be safely stored or removed

from the work area. Fire and smoke detectors may need to be isolated locally – consult with Facilities Management.

Decontamination of laboratory work areas and equipment should be carried out prior to the arrival of the contractor and any hazards removed or secured.

Laboratory Clearance forms (FM-OHS-02) should be displayed in decontaminated areas to prevent recontamination. (Refer to UNSW Facilities - *guidelines for cleaning, building, or maintenance work in laboratories.*).

4.4 List of High-Risk hazards (AS2243.1:2005)

High-risk hazards, which may be encountered, include the following:

- Operating equipment or machinery, including workshop machinery capable of inflicting serious injury, such as chainsaws, firearms, lathes and power saws.
- Working with, or near, highly toxic or corrosive substances where there is a significant risk of exposure to the substance, taking into account the volume used.
- Using apparatus that could result in explosion, implosion, or the release of high energy fragments or significant amounts of toxic or environmentally damaging hazardous material.
- Working with microorganisms of Risk Group 3 and higher.

5. Legal & Policy Framework

Australian /New Zealand Standard 2243.1:2005. Safety in laboratories. Part 1 Planning and operational aspects.

NSW Department of Education and Training - An employers guide to workplace learning for secondary students in government schools and TAFE NSW institutes, Revised Ed. 2005.

National Occupational Health and Safety Commission - Student work placement: An occupational health and safety guide for employers, March 2004.

5.1 Associated Documents

Model Local Procedure for Visitors – Appendix 1.

[OHS Induction](#)

[Laboratory Induction and Authorisation Form](#)

UNSW Facilities - *guidelines for cleaning, building, or maintenance work in laboratories FM – OHS – 02.*

6. Modifications

Version	Date	Author	Approval	Sections modified	Details of amendments
1.0	03/06/05	Kathy Richardson	Director Human Resources	-	Initial document
2.0	01/06/2007	Lance Islip	Director Human Resources	All	Entire document reformatted. Add Legal & Policy Framework.

Appendix 1

Model Local Procedure for Visitors

(This example covers units with high, moderate and low risks areas. For units without all these risk areas just delete the irrelevant information.)

This document sets out how (*your unit*) deals with visitors. In implementing this procedure the requirements of the UNSW Visitor's Guideline have been consulted.

Authorisation:

- Administrative personnel having attended the laboratory induction program are authorized to visit laboratories within this school.
- Research staff, honours and postgraduate students having attended the laboratory induction program are authorized to visit laboratories within this school.
- Persons outside this school may not undertake or observe work in laboratories without a risk assessment and authorisation from the HOS.

Area Designation:

The school has identified the following areas as:

1. High Risk

School workshop; dangerous goods store; laser facility and within 5m of any solvent still in any lab.

2. Moderate Risk

All research labs; all teaching labs; radiation labs; cool rooms; walk in freezer rooms; PC2 labs; animal house and rooms containing autoclaves.

3. Low Risk

All office areas; computer labs and public areas.

Induction:

High risk areas

- Visitors must be inducted according to the schools induction program.
- Visitors must be given a specific facility local induction over and above what is contained in the schools induction program.
- This induction is to be signed off by the lab manager/area supervisor.

Moderate risk areas

- Appropriate induction is required.
- When Visitors are left alone or intending to work they are to be inducted according to the schools induction program.

Low risk areas

- Visitors are to be made aware of the schools emergency evacuation procedures.

Training:

High risk areas

- Visitors must receive specific training for all equipment used and tasks performed.
- Visitors competency for the above must be assessed.
- Trained and competent visitors names must be added to the laboratory training record.

Moderate risk areas

- Visitors must receive specific training for all equipment used and tasks performed.
- Visitors competency for the above must be assessed.
- Trained and competent visitors names must be added to the laboratory training record.

Low risk areas

- Appropriate training should be considered for all equipment used and tasks performed.

Risk assessment:

High risk areas

- Risk assessments and safe working procedures must be completed and authorized by the area supervisor for all equipment used and tasks performed.

Moderate risk areas

- Risk assessments and safe working procedures must be completed and authorized by the area supervisor for all equipment used and tasks performed.

Low risk areas

- A risk assessment is available for the area.

The 10 step procedure for visitors to high or medium risk areas

1. If you organise a visitor, meet them outside the facility and accompany them there. Have them preferably meet you at the school office.
2. For visitors turning up at the school office, admin staff should call the area to be visited and request someone to collect the visitor. Visitors should be accompanied to the area and not sent there.
3. **For High Risk** areas - Induct them using the visitor induction form which you both sign and date.
For Medium Risk areas – Appropriate induction is required. If you remain with your visitor a detailed induction is not generally required, however, if visitors

- are to be left alone or to conduct work then induct them using the visitor induction form which you both sign and date.
4. For visits longer than 1 day obtain emergency contact information from the visitor and put this information on the form.
 5. Contractors engaged by Facilities Management must have completed the Facilities UNSW Site Specific OHS Induction (white card) as well as your lab induction.
 6. Contractors must disclose the nature of their work and any associated hazards – Prior notification is required from Facilities Management to allow the work area to be made safe.
 7. Decontamination of work areas and equipment, removal of hazards and clear egress routes must be checked before maintenance personnel are requested (lab clearance forms are required before contractors or maintenance personnel are requested)
 8. If your visitor intends to observe or do any work in this area then they must have completed a risk assessment which is to be reviewed and authorized by the lab manager/area supervisor.
 9. If your visitor intends to do work, then they must be trained and supervised until they are deemed competent to work alone (you may decide they need constant supervision).
 10. Specific training is to be recorded in the lab training record.

The 7 step procedure for visitors to low risk areas

1. Visitors should preferably meet you at the school office but may be directed to your area.
2. If you leave a visitor alone make them aware of the schools emergency evacuation procedures.
3. For visits longer than 1 day obtain emergency contact information from the visitor and place this information on the form.
4. Contractors must have completed the Facilities UNSW Site Specific OHS Induction (white card).
5. Contractors must disclose the nature of their work and any associated hazards – Prior notification is required from Facilities Management to allow the work area to be made safe.
6. If your visitor intends to do any work in this area then they must be made aware of the area risk assessment.
7. If your visitor intends to do any work in this area then appropriate training should be considered for all equipment used and tasks performed.