

MCN Out of Hours Work Policy

Effective Date: 01 May 2011

Access to MCN laboratories/cleanrooms and use of MCN equipment outside of normal working hours (8.30am . 5.30pm) must be undertaken only in accordance with the allowable usage and application processes described below.

Tier-1. General Access

Allowable: General access to all laboratory and cleanroom environments and access to all general equipment is allowed for the conduct of all low-risk procedures as determined by MCN staff. All sign-in procedures must be followed to record presence in the facility, including notification of Monash security if you are unassisted and unaccompanied. Monash non-emergency security can be contacted on Ph: 9905 3059. Users must carry ID at all times.

Reference: <http://fsd.monash.edu.au/security/your-campus>

Application process: Email request to any MCN Instrument Manager for consideration (with endorsement by supervisor if u/g or graduate student) with a list of activities to be undertaken. Upon review and approval, your name will be recorded on Register of Authorised Personnel for out-of-hours access (register to be held at MCN reception with authorising signature from Instrument Manager or Facility Manager for each entry). This process will move to swipe card access during 2011.

Tier-2. Access to Major Equipment

Allowable: Subsequent to achieving Tier-1 access, use of major equipment is allowed according to its availability for booking via the ACLS system. No major equipment (i.e. any instrument listed on ACLS) can be used unless booked. Out-of-hours equipment availability will be released onto the ACLS system by the relevant instrument managers according to demand, or by special arrangement.

Application process: Via ACLS booking system according to availability of each instrument, or by application to the relevant Instrument Manager.

Tier-3. High-risk Procedures

Allowable: Subsequent to achieving Tier-1 access, procedures that are known to be of moderate or high risk can only be undertaken with full risk assessment. This includes (but is not limited to) use of HF, Piranha solution, use of concentrated acids, use/transport of large volumes of gas/LN2, use of high-voltage equipment, or other procedures as identified by users or MCN staff.

Application process: A full risk assessment is required to be submitted to an MCN Instrument Manager for review, with final approval required from MCN Facility Manager, MCN Science Director or MCN Managing Director. The risk mitigation strategy must include the coordination of multiple personnel on-site in addition to any task-specific safety measures.

Note: Booking of all major instrumentation (i.e. anything shown on ACLS) is MANDATORY within the facility before use at any time (normal or out of hours). Any unauthorised use of major equipment or progression to any Tier of out of hours access without approval will be grounds for removal of all access privileges at MCN.