

MCN After-hours Work Policy

DOCUMENT AUTHORISATION		DATE OF NEXT REVIEW: 05/08/2016	
Prepared by: Kishan Sarook	Quality Assurance Officer	Signed: KS	Date: 05/08/2015
Authorised by: Bernie Orelup	Quality Manager/Process Engineer	Signed: BO	Date: 05/08/2015
Additional authorisation if required			

PQMS1-MCN-POL-0032-V1

1. MCN AFTER HOURS WORK POLICY

Effective date: 1 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 nonemergency security can be contacted on Ph: 9905 3059. Users must carry ID at all times.

Application process: Email request to any MCN Process Engineer 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 Process Engineer or Facility Manager for each entry).

Tier-2. Access to Equipment

Allowable: Subsequent to achieving Tier-1 access, use of bookable equipment is allowed according to its availability for booking via the ACLS system. No bookable 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 Process Engineers 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 Process Engineer.

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 must be submitted to an MCN Process Engineer for review, with final approval required from MCN Facility Manager 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 bookable 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.

2. APPENDICES

N/A

3. REFERENCES

N/A

4. DOCUMENT HISTORY AND CONTROL INFORMATION

DOCUMENT HISTORY			PQMS1-MCN-POL-0032-V1
Version no.	Date of Issue	Reviewed by: name	Amendments
1	05/08/2015	Bernie Orelup	Created to PQMS format