

MCN General Conduct Policy

DOCUMENT AUTHORISATION			
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Additional authorisation if required			

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1. MCN GENERAL CONDUCT POLICY

Initial effective Date: 01 July 2012

The purpose of this document is to provide guidance to users of the MCN facilities regarding the expected compliance with policies and procedures while conducting work at MCN. Additionally, this document provides a framework for addressing aspects of non-compliance, particularly where important principles of safety, cleanliness and access/security are compromised by a user of the facility.

2. BACKGROUND

All published policies of the MCN have been reviewed and approved by the MCN Managing Director, the MCN Facility Manager and the MCN Collaboration Committee. The purposes of official policy documents include:

- To provide a clean and safe working environment for all staff and users at MCN.
- To protect the significant investment in equipment and infrastructure at MCN.
- To provide an equitable access framework that facilitates orderly and effective sharing of the multi-user work environment at MCN.

3. EXPECTED CONDUCT

- All users of the MCN are required to:
- Read, acknowledge and follow the MCN Facility Manual which provides general instructions on all matters related to undertaking work at MCN;
- Follow all instructions provided to them at any time by an MCN staff member;
- Read and follow all published policies as provided on the MCN website, including (but not limited to) those which describe correct procedures for access and security.
- Undertake the necessary training for use of the MCN facilities as described in the training matrix on the MCN website;
- Seek approval from an MCN staff member prior to introducing any new materials, chemicals, equipment or processes at MCN;
- Make bookings (using ACLS) prior to any use of major MCN equipment (listed on ACLS);
- Immediately report any unsafe work practice, hazard or incident to an MCN staff member;

- Acknowledge the use of MCN facilities in any scientific publications or presentations which describe work which was undertaken at MCN (suitable text is available on our website).

4. NON-COMPLIANCE

In the event that a registered user of MCN fails to comply with the published policies and procedures for conducting work at MCN:

1. In the first instance, a written reminder will be provided by an MCN staff member including copy to the MCN Managing Director, the MCN Facility Manager and the user's supervisor.
2. In the second instance of general non-compliance; or in any instance where the failure to comply with an MCN published policy has significantly affected the safety, operability or cleanliness of some aspect of the MCN work environment; the Managing Director will request a meeting to be held between the user, their supervisor, the Managing Director and any other MCN staff as may be appropriate, with the aim of reaching agreement as to how the aspect of non-compliance will be prevented from re-occurring.
3. In the third instance of general non-compliance; or in any instance where a failure to comply with an MCN published policy is clearly deliberate or has created a dangerous working situation at MCN; the Managing Director may suspend or revoke all access privileges for that user. Any significant safety breach will be formally reported to the supervisor and OHS representative from the user's institution.
4. The MCN Collaboration Committee will be advised of non-compliance at level 2 or 3.

5. APPENDICES

N/A

6. REFERENCES

N/A

7. DOCUMENT HISTORY AND CONTROL INFORMATION

DOCUMENT HISTORY			PQMS1-MCN-POL-0026-V1
Version no.	Date of Issue	Reviewed by: name	Amendments
1	05/08/2015	Bernie Orelup	Created to PQMS format