

2. Location or Facility Based Risk Assessment [Ref Number: 22956]

Name	Risk framework for conducting training at MCN (Melbourne Centre for Nanofabrication) General Labs & Non-Cleanroom facilities during the COVID-19 pandemic	Current Rating	Residual Rating
Location		Low	Low
Business Unit		Last Review Date	Risk Owner
		25/06/2020	Bernard C Orelup III
Risk Assessment Team		Risk Approver	
Sean Langelier (General Manager) Nicolas Hans Voelcker (Professor (Research)) Michael Imsic (Facility Manager) Bernard C Orelup III (Engineering & Quality Manager) Ricky Theodore Tjeung (Senior Process Engineer) Abu Zafar MD Sadek (Senior Process Engineer) Md Hemayet Uddin (Senior Process Engineer) Hazem Hussein Soliman Abdelmaksoud (Research Officer) Guangyuan Si (Process Engineer)		Nicolas Hans Voelcker	
Additional Notes			
Describe task / use			
<p>The MCN is an NCRIS funded facility. NCRIS core funding depends on usage metrics. Training of new users including from industry is critical to sustain our operation.</p> <p>This risk assessment outlines some controls measures that can assist in reducing the potential for workers (including staff, students, contractors and visitors) to be exposed to COVID-19 during the delivery of training by the Melbourne Centre for Nanofabrication (MCN) staff to its users/clients within the general labs & non-cleanroom environments.</p> <p>COVID-19 arises from a novel Corona Virus, symptoms range from a mild cough to pneumonia. Some people recover easily, others may get very sick very quickly. There is evidence that it spreads from person to person. Good hygiene can prevent infection. (https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov). The mortality rate is estimated to be between 1-5%. A majority of patients with COVID-19 are adults. Effective management and prevention of COVID-19 focuses on early recognition, immediate isolation and</p>			

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implementation of appropriate infection prevention and control (IPC) measures.

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Risk Factors

Risk Factor	7.2 - Human bodily materials (e.g. urine or blood)	
Description		
<p>Infection as a result of a worker breathing in contaminated human bodily material. This occurs through normal respiration but is greatly exacerbated as a result of coughing or sneezing.</p>		<ul style="list-style-type: none"> ● 1.0 - Fixed plant (e.g. cool rooms, fume cupboards, safety showers, boilers, lathes, lifts, gas mains, PET scanners) -- No ● 2.0 - Transport and mobile plant (e.g. motor vehicles, forklifts, walky stackers, trolleys and wheelbarrows) -- No ● 3.0 - Powered equipment, tools and appliances (e.g. computers, workshop equipment, kitchen equipment, gas cylinders) -- No ● 4.0 - Non-powered handtools and equipment (e.g. furniture and fittings, ladders, handtools, packing equipment, glassware) -- No ● 5.0 - Chemical materials (e.g. dangerous goods, hazardous substances, poisons and drugs) -- No ● 6.0 - Materials and substances (not otherwise selected from category 5.0) -- No ● 6.3 - Fire and smoke -- No ● 7.1 - Outdoor working environment (e.g. carparks, walkways, outdoor stairs) -- No ● 7.2 - Indoor working environment (e.g. internal rooms, floor surfaces, stairwells) -- No ● 8.5 - Biological materials (e.g. animals, non-living animal materials, microorganisms) -- Yes ● 8.4 - Personal impairment and/or interaction (e.g. pre-existing medical condition, assisting a patient) -- No ● 9.1 - Psychological (e.g. stressful situations) -- No

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Low	Low
Existing Controls	Proposed Controls
<ul style="list-style-type: none"> ● 1 - Elimination of Risk: As appropriate and feasible (<10% of the time), remote sessions (via video or Zoom) outside of the labs are given for early on introductory equipment trainings. But given the need for direct instruction and observation, the majority of trainings (>80%) need to proceed face to face within the labs at the MCN. ● 3 - Isolation of risk: Within the labs, (>90% of the time) during training, distancing of at least 1.5 metres between MCN staff and the client (commonly referred to as social distancing) is maintained. ● 4 - Engineering control measure: Within the labs, the max time for less than 1.5metres distancing between staff and client (due to training requirements) will be for 5min intervals with a max total daily time of 60min per staff. ● 5 - Administrative control measures: Posters outlining social distancing requirements are displayed upon entry and throughout the labs. Anti-slip floor decals will be deployed within the laboratories to help users visualise occupancy limits and spacing whilst working in the spaces ● 6 - Personal Protective Equipment: Prior to labs entry, all personal will put on lab coat, nitrile gloves, face mask, and safety glasses. (Image attached) Workers to remain diligent in not making contact with their face whilst wearing gloves. General use safety glasses will be sterilised with either presaturated IPA wipes &/or Ethanol spray (~70% weight/volume) before and after each use. Workers should not move PPE worn in one lab out of or into another lab, in circumstances where the training involves several labs. Personal safety glasses are only exception. Note: FIB/SEM lab will NOT require the use of a lab coat, but will utilise gloves, face mask, and safety glasses. 	

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- 6 - Personal Protective Equipment:

When a staff needs to be less than 1.5metres distancing from the client (due to training requirements) a face shield will be worn only by the staff member for additional protection. This is in addition to a face mask. (Image attached)

Face shields will be sterilised with either presaturated IPA wipes &/or Ethanol spray (~70% weight/volume) before and after each use.

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Risk Factor	7.2 - Human bodily materials (e.g. urine or blood)	
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<p>Infection as a result of a worker contacting a contaminated surface and then touching their face, eyes or nose.</p>	<ul style="list-style-type: none"> ● 1.0 - Fixed plant (e.g. cool rooms, fume cupboards, safety showers, boilers, lathes, lifts, gas mains, PET scanners) -- No ● 2.0 - Transport and mobile plant (e.g. motor vehicles, forklifts, walky stackers, trolleys and wheelbarrows) -- No ● 3.0 - Powered equipment, tools and appliances (e.g. computers, workshop equipment, kitchen equipment, gas cylinders) -- No ● 4.0 - Non-powered handtools and equipment (e.g. furniture and fittings, ladders, handtools, packing equipment, glassware) -- No ● 5.0 - Chemical materials (e.g. dangerous goods, hazardous substances, poisons and drugs) -- No ● 6.0 - Materials and substances (not otherwise selected from category 5.0) -- No ● 6.3 - Fire and smoke -- No ● 7.1 - Outdoor working environment (e.g. carparks, walkways, outdoor stairs) -- No ● 7.2 - Indoor working environment (e.g. internal rooms, floor surfaces, stairwells) -- No ● 8.5 - Biological materials (e.g. animals, non-living animal materials, microorganisms) -- Yes ● 8.4 - Personal impairment and/or interaction (e.g. pre-existing medical condition, assisting a patient) -- No ● 9.1 - Psychological (e.g. stressful situations) -- No 	

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<ul style="list-style-type: none"> ● 2 - Substitution of risk: Shared surfaces within the labs used for training will be wiped down pre/post use with either presaturated IPA wipes &/or Ethanol spray (~70% weight/volume). Decontamination hand pumps at the entrance/exit to all MCN labs and common areas, which will further improve cleanliness of surfaces throughout the facility. ● 4 - Engineering control measure: Limit contact with potentially contaminated materials brought into the workplace. Only specific laboratory approved items may be taken into this environment. A decontamination station (Ethanol wipe or spray ~70% wt/vol) is used to wipe down all items prior to lab entry. ● 6 - Personal Protective Equipment: Prior to labs entry, all personal will put on lab coat, nitrile gloves, face mask, and safety glasses. (Image attached) Workers to remain diligent in not making contact with their face whilst wearing gloves. General use safety glasses will be sterilised with either presaturated IPA wipes &/or Ethanol spray (~70% weight/volume) before and after each use. Workers should not move PPE worn in one lab out of or into another lab, in circumstances where the training involves several labs. Personal safety glasses are only exception. Note: FIB/SEM lab will NOT require the use of a lab coat, but will utilise gloves, face mask, and safety glasses. 	

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Description		
<p>Staff and public who are infectious attend the workplace. Although it is important to note that there is evidence that people can be infectious before displaying any symptoms, most transmission occurs in the early days of symptoms.</p>	<ul style="list-style-type: none"> ● 1.0 - Fixed plant (e.g. cool rooms, fume cupboards, safety showers, boilers, lathes, lifts, gas mains, PET scanners) -- No ● 2.0 - Transport and mobile plant (e.g. motor vehicles, forklifts, walky stackers, trolleys and wheelbarrows) -- No ● 3.0 - Powered equipment, tools and appliances (e.g. computers, workshop equipment, kitchen equipment, gas cylinders) -- No ● 4.0 - Non-powered handtools and equipment (e.g. furniture and fittings, ladders, handtools, packing equipment, glassware) -- No ● 5.0 - Chemical materials (e.g. dangerous goods, hazardous substances, poisons and drugs) -- No ● 6.0 - Materials and substances (not otherwise selected from category 5.0) -- No ● 6.3 - Fire and smoke -- No ● 7.1 - Outdoor working environment (e.g. carparks, walkways, outdoor stairs) -- No ● 7.2 - Indoor working environment (e.g. internal rooms, floor surfaces, stairwells) -- No ● 8.5 - Biological materials (e.g. animals, non-living animal materials, microorganisms) -- Yes ● 8.4 - Personal impairment and/or interaction (e.g. pre-existing medical condition, assisting a patient) -- No ● 9.1 - Psychological (e.g. stressful situations) -- No 	

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<ul style="list-style-type: none"> ● 1 - Elimination of Risk: Staff/visitors/contractors must stay at home if unwell, even with the mildest symptoms. ● 2 - Substitution of risk: The government has set restrictions on the maximum size of any gatherings. As this restriction is being constantly evaluated, all areas must ensure that they are working to the latest advice: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/limits-on-public-gatherings-for-coronavirus-covid-19 <p>MCN adheres to these restrictions per the use of its training scheduling system (ACLS) and its max occupants per bay within the cleanrooms. Signage and floor stickers will visually reflect these requirements.</p> ● 3 - Isolation of risk: A temperature self-check thermal imaging station is employed at the MCN to prevent potential affected personal from entering the workplace. (Image attached) ● 3 - Isolation of risk: Training within the general labs and non-cleanroom facilities are restricted to only one (1) MCN staff per one (1) client at a time per instrument. This is managed by use of a booking system (ACLS) for scheduling all training. ● 5 - Administrative control measures: Signage is placed at entrance to MCN alerting staff and visitors of the risks of COVID-19, associated symptoms and to stay away if unwell, speak to your doctor and get tested 	

Appendix

Documents Referenced

1. Generic risk framework for conducting work at Monash for COVID-19 (#19214)
2. DHHS material - <https://www.dhhs.vic.gov.au/coronavirus-covid-19-transmission-reduction-measures>
3. University Australia - Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities May 2020
4. Coronavirus disease 2019 (COVID-19) – A guide to the conventional use of PPE, 30 April 2020

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Risk Matrix Level	
Negligible	No additional control measures required
Low	Manage by routine procedures at local management level
Medium	Management responsibility must be specified and response procedures monitored
High	Senior management attention needed and management responsibility specified
Extreme	Immediate action required and must be managed by senior management with a detailed plan

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Risk Assessment Reviews		
Date of Review	Review Team	Summary of Review
25/06/2020		Clone