

2. Location or Facility Based Risk Assessment [Ref Number: 23351]

Name	Risk framework for conducting in person meetings/inductions within the boardrooms at MCN (Melbourne Centre for Nanofabrication) during the COVID-19 pandemic	Current Rating	Residual Rating
		Low	Low
Location	Clayton - 151 Wellington - Melbourne Centre for Nanofabrication (222)		
Business Unit		Last Review Date	Risk Owner
Melbourne Ctr for Nanofabrication		14/07/2020	Sean Langelier
Risk Assessment Team		Risk Approver	
Michael Imsic (Facility Manager) Bernard C Orelup III (Engineering & Quality Manager) Nicolas Hans Voelcker (Professor (Research)) Vicki Ashton (CONTRACTOR)		Nicolas Hans Voelcker	
Additional Notes			
Describe task / use			
<p>The MCN is an NCRIS funded facility. NCRIS core funding depends on usage metrics. Training and induction of a steady stream of new users, including from industry, is critical to sustaining our operational support.</p> <p>This risk assessment outlines control measures to assist in reducing the potential for workers (including staff, students, contractors and visitors) to be exposed to COVID-19 during use of the meeting spaces at MCN.</p> <p>COVID-19 is a novel corona virus. Symptoms range from a mild cough and/or runny nose to pneumonia and acute respiratory failure. Some people recover easily while others may get very sick very quickly. Current evidence suggests that it spreads primarily via contact with contaminated surfaces but also from person to person via airborne droplets and suspended aerosols (https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov). Good hygiene can prevent infection. 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 social distancing, early recognition, immediate isolation and implementation of appropriate infection prevention and control (IPC) measures.</p>			

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Risk Factors

Risk Factor	7.2 - Human bodily materials (e.g. urine or blood)	
	Description	
<p>AIRBORNE INHALATION PATH: 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. Transmission is made more probable within enclosed environs.</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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Existing Controls	Proposed Controls
<ul style="list-style-type: none"> ● 6 - Personal Protective Equipment: Strongly recommend (or require as law dictates) use of surgical grade face masks and/or fabric face coverings by all participants within enclosed meeting spaces, especially where occupancy is at or near the limit of the space and where meetings will be in excess of 30min in duration. MCN to facilitate supply/sale of face coverings at reception as needed. ● 5 - Administrative control measures: Meeting room doors to be left open wherever possible to further improve air exchange and improve aerosol dispersion. Limit continuous meetings to 1.5hrs in duration per "close contact" recommendations from DHHS. Mandate that any meeting lasting longer than 1hr must adjourn for a minimum of 5 minutes before recommencing. ● 1 - Elimination of Risk: Conduct meetings using video conferencing, e.g. zoom wherever possible ● 3 - Isolation of risk: Practicing of 1.5m distancing for all participants within meeting spaces ● 5 - Administrative control measures: Safe occupancy limit signage clearly posted both at the entrance to and within meeting spaces Good hygiene, self isolation advice and social distancing signage posted through entire facility Removal of or clear labeling of chairs within meeting spaces to assist in visually conveying approved 1.5m spacing. Signage on meeting space tables to remind users to disinfect touched surfaces upon entry and exit ● 4 - Engineering control measure: HVAC control systems within meeting spaces working to keep air constantly in motion to help disperse airborne droplet and aerosols 	

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<p>CONTACT WITH CONTAMINATED SURFACES: 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"> ● 1 - Elimination of Risk: Shared surfaces such as chair arms, tabletops, keyboards, mice etc. will be wiped down pre/post use with either presaturated IPA wipes &/or Ethanol spray (~70% weight/volume). Sprat stations to be stocked and maintained by MCN staff. ● 1 - Elimination of Risk: Decontamination hand pumps at the entrance/exit to all MCN common areas, which will further improve cleanliness of surfaces throughout the facility. 	

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7.2 - Human bodily materials (e.g. urine or blood)	<p>MINIMISING RISKS OF TRANSMISSION: 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. ● 5 - Administrative control measures: 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 within shared spaces. Signage and floor stickers will visually reflect these requirements.</p> <ul style="list-style-type: none"> ● 4 - Engineering control measure: A temperature self-check thermal imaging station is employed at the MCN to prevent potential affected personal from entering the workplace. (Image attached) ● 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
14/07/2020		Clone