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1 Executive Summary

This minimum standard supports the implementation of the Work Health and Safety Policy and associated procedures.

The objectives of this minimum standard are to:

- outline requirements for safely operating within laboratories, workshops and;
- minimise the risks associated with access to, and use of, University of Tasmania laboratories, workshops and studios, restricting access to competent persons or those who are supervised by competent persons.

2 More Information

For further information, contact the Work Health and Safety Unit

Email: health.safety@utas.edu.au

3 Using this Standard

This standard provides minimum specifications for workers and other persons to safely access a laboratory, workshop or studio.

This minimum standard is to be applied in conjunction with the following documents:

- Work Health and Safety Regulations
- University Personal Protective Equipment Procedure

Supporting Documents:

- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- Relevant Codes of Practice
- Incident Response and Investigation Procedure
- Manual Tasks Procedure
- Risk Management Risk Register
- Workplace Inspection Procedure

3.1 Exemptions

The following are exempt from the requirements of this Minimum standard:

1. Students undertaking courses with Work Integrated Learning (WIL) professional experience placement components, whereby the provisions of this standard are met through compliance with University Faculty of Health Science WIL and Safe to Practise Polices.
2. Computer laboratories - as the hazards and risks encountered are different to those found in laboratories, workshops and studios.

3. Those studios which, following a risk assessment, are assessed as low risk

Any other exemption for any of the requirements in this minimum standard may only be approved by the Work Health and Safety (WHS) Unit, following completion of a risk assessment and consultation with the relevant Organisational Unit Head(s).

4 Standard Provisions

Workers and other persons at the University are permitted to access and/or work in University laboratories, workshops and, provided that they comply with the following minimum standards.

4.1 Training, Induction and Supervision

At all times teaching, learning and research activities undertaken in a laboratory, workshop or studio must be performed by a competent person, or supervised by a competent person.

Prior to undertaking these activities, all persons must receive sufficient induction and training for each laboratory, workshop or studio.

An exemption to this may be applied for students in laboratories workshops and, where either:

- a competent person has demonstrated the laboratory, workshop or studio procedures or
- if the laboratory, workshop or studio session does not involve the use of laboratory, workshop or studio machinery/equipment or hazardous chemicals.

Standard operating and/or safe work procedures (SWP) specific to each laboratory, workshop or studio must be readily available, understood and followed whilst undertaking activities in the laboratory, workshop or studio.

4.1.1 On Guard

Training and induction may be undertaken through completion of the On Guard online:

- Induction short course
- Relevant curriculum pack.

Evidence of completion is to be provided through knowledge tests and certificate.

4.1.2 Other training course options

Organisational Units may use other training course options, but must ensure they maintain training and induction records for all persons.

Supervisors set up courses, allocate training units, record training registers and maintain course training records.

The following templates can be used to record training/induction undertaken by individuals.
a) Sample induction training attendance form – for one person.

<table>
<thead>
<tr>
<th>TRAINING/INDUCTION RECORD FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of person undertaking</td>
</tr>
<tr>
<td>induction/training:</td>
</tr>
<tr>
<td>Job Title</td>
</tr>
<tr>
<td>Received training in</td>
</tr>
<tr>
<td>(Laboratory/Workshop</td>
</tr>
<tr>
<td>room no.)</td>
</tr>
<tr>
<td>Is supervision required in</td>
</tr>
<tr>
<td>this room?</td>
</tr>
<tr>
<td>Date of training/induction</td>
</tr>
<tr>
<td>Training delivered by</td>
</tr>
<tr>
<td>Any other comments/details</td>
</tr>
</tbody>
</table>

b) Sample induction training attendance form – for multiple persons.

<table>
<thead>
<tr>
<th>TRAINING/INDUCTION RECORD FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of person conducting the</td>
</tr>
<tr>
<td>induction/training:</td>
</tr>
<tr>
<td>Date of training</td>
</tr>
<tr>
<td>Name (of person trained/inducted)</td>
</tr>
<tr>
<td>Job title</td>
</tr>
<tr>
<td>Rooms trained/inducted in</td>
</tr>
<tr>
<td>Supervisor</td>
</tr>
</tbody>
</table>

4.2 Laboratory, Workshop and Studio access

Access to laboratories, workshops and for purposes other than teaching, learning and research (such as cleaning, infrastructure maintenance and servicing of equipment) is to be controlled according to assessed risk, either by:
- Direct supervision or
- Completion of an approved laboratory, workshop or studio induction.

4.3 Medical Disclosure Form

A medical disclosure (Appendix 1) must be completed prior to staff and students being authorised to undertake teaching, learning or research activities in a laboratory, workshop or studio. Individuals may also be required to obtain medical certification from their medical practitioner (Appendix 2), depending on their responses to questions in Appendix 1, and/or if requested by the University.

Staff and students are required to disclose any medical or other condition which may affect their safe use of plant/equipment within laboratories, workshops or. Full disclosure of medication or substances which may adversely affect the safe use of plant/equipment is also required prior to participation in laboratory, workshop or studio activities.
4.4 Risk Assessment

Organisational Units shall ensure a risk assessment is undertaken in accordance with the *Work Health and Safety Regulations*, and the University Minimum Standard – *Work Health and Safety Project and Task Risk Management*:

- for all activities within a laboratory, workshop or studio
- prior to the outfitting of any new laboratory, workshop or studio
- before any upgrades of an existing laboratory, workshop or studio
- prior to dismantling and/or disposal of laboratory, workshop or studio.

In addition to hazard prompts in the Minimum Standard – *Work Health and Safety Project and Task Risk Management*, risk assessments should consider (where relevant):

- all hazards associated with the installation and initial start-up, use, cleaning, maintenance, repair and alteration of plant/equipment processes
- all hazards associated with the activities undertaken in the laboratory, workshop or studio, including (but not limited to) manual tasks, equipment guarding, electrical, hot work, noise, dust and fumes, waste generation and disposal
- regulatory plant requirements, including plant that must be registered, plant requiring records to be kept, and/or plant requiring registration of (refer Schedule 5 of *Work Health and Safety Regulations*)
- emergency response equipment requirements such as safety showers and eyewash stations.

4.4.1 Risk Controls

As a first priority appropriate risk control measures shall be implemented to eliminate risks from laboratory or workshop hazards and, where this is not reasonably practicable, to reduce these risks to an acceptable level in accordance with the hierarchy of control.

Organisational Units shall take all reasonable steps to ensure compliance with relevant Code of Practice (refer *Supporting Documentation*).

Prior to undertaking activities in laboratories, workshops or, all workers and other persons shall ensure they are familiar with the relevant University Procedures.

Risk assessments shall be documented, communicated and made available to all persons in the laboratory, workshop or studio so that they are aware of relevant hazards and control measures.

4.4.2 Personal Protective Equipment

Appropriate personal protective equipment (PPE) is to be available and worn by all workers and other persons performing activities in a laboratory, workshop or studio. PPE requirements are to be identified as part of the risk assessment process, which may include:

- safety eye wear
- a laboratory coat in a laboratory, unless identified as not required
- restraining of long hair
- suitable footwear that fully encloses the feet
- hearing protection
- respiratory protection
- gloves.

For further guidance on PPE, refer to the University *PPE Procedure*.
4.4.3 Safe Operating Procedures

Where used, On Guard provides Standard Operating Procedures (SOP) for individual items of workshop equipment and activities.

4.4.4 Administrative Controls

On Guard provides machine safety posters, risk assessments, safety signs, machine safe work zone advice.

4.4.5 Safety Data Sheets (SDS)

Organisational Units must ensure that Safety Data Sheets (SDSs) are ‘readily available’ to all persons in laboratories and workshops prior to their use of chemicals/substances and in accordance with Section 344 of the WHS Regulations. This may include:
- electronic copies accessed through Chemwatch or
- a paper based system.

4.4.6 Waste Management

Organisational Units must ensure that waste creation and disposal is addressed in laboratory, workshop or studio and project risk assessments.

Workers and other persons are to be trained in waste management procedures to ensure waste is segregated, labelled, stored and disposed of in the correct manner. This includes specific procedures for hazardous wastes (e.g. sharps, radioactive and biological waste), and the disposal of items such as aerosol cans, refrigerators, gas bottles, and batteries (this information is available from the local city council). The use of the University contractor for waste management is recommended.

4.5 Incident Response

All incidents in a laboratory, workshop or studio must be reported in accordance with the University Incident Response and Investigation Procedure, including the completion of an Incident Report form.

4.6 General Laboratory Workshop and Studio Work Health and Safety Rules

Organisational Units shall establish and communicate appropriate conduct/standards that apply to all persons when working in a laboratory, workshop or studio. These include:
- practical jokes are forbidden
- unauthorised experiments/projects are forbidden
- mouth pipetting of any substances is prohibited at all times in all laboratories
- smoking in laboratories and workshops is not permitted
- storage and consumption of food and drink is not permitted in laboratories at any time.
- children who are not enrolled students of the University are not permitted in University laboratories, workshops or unless attending an approved and supervised school visit.

4.7 Monitoring and Review

Controls that have been implemented are to be regularly reviewed to ensure:
• they remain appropriate for the type of risk; and;
• that they remain effective in eliminating or minimising the risk.

Risk assessments and controls must be reviewed regularly (at least annually) and revised when:
• a significant change occurs to a University work area, process or system of work
• a new hazard associated with the work is identified, or additional information about a known hazard becomes available
• there is evidence that a risk control measure does not adequately control the risk;
• a notifiable incident occurs or
• a Health and Safety Representative (HSR) requests a review.

Laboratories, workshops and studio shall also be inspected regularly in accordance with the University’s *Workplace Inspection Procedure*, which may include using an inspection checklist designed/approved for the specific workshop or laboratory.

5 Responsibilities

**Managers/Supervisors** Responsible for ensuring:

• this minimum standard is implemented within their area of responsibility, including determining which workers are deemed competent to work unsupervised
• workers and other persons who are undertaking activities in laboratories, workshops or receive, or are instructed in the content of, this standard
• records are kept of all training and induction in relation to laboratory and workshop activities.

**Officers**

Responsible for ensuring:

• the provision and maintenance of safe systems of work
• the provision of any information, training, instruction or supervision that is necessary to protect persons from risks to their health and safety arising from work carried out as part of the conduct of the University.

**Work Health and Safety (WHS) Unit**

Responsible for:

• overseeing the University’s compliance with this minimum standard, and providing advice/guidance to organisational units
• approve any exemptions to meeting minimum standard requirements.

**All Workers and Other Persons**

Responsible for:

• ensuring they undertake activities in laboratories, workshops or in a manner which does not adversely affect their own health and safety, or that of others
• only working in laboratories, workshops or if they have read and understand this standard and other procedures relevant to the facility, are clear on how to carry out tasks in a safe manner, and are authorised to perform work in the area
• disclose to the relevant Officer whether there is any condition, medical or other that may impact on their activities in a laboratory, workshop or studio.

6 Glossary

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Unit</td>
<td>Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.</td>
</tr>
<tr>
<td>College</td>
<td>(a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure (b) the University College</td>
</tr>
<tr>
<td>Competent person</td>
<td>A person with sufficient knowledge and skills acquired through qualifications, training or experience to perform the relevant task.</td>
</tr>
<tr>
<td>Contractor</td>
<td>Any worker engaged by the University of Tasmania to perform work for gain or reward other than a worker.</td>
</tr>
<tr>
<td>Executive Dean</td>
<td>Means: (a) the Executive Dean of the relevant College, or (b) in relation to the University College, the Principal of the University College</td>
</tr>
<tr>
<td>Head of Academic Unit</td>
<td>Means the head of the relevant Academic Unit</td>
</tr>
<tr>
<td>Worker</td>
<td>Refers to any University staff member, student or volunteer.</td>
</tr>
<tr>
<td>Hazard</td>
<td>A situation or thing that has the potential to cause harm. Examples of laboratory hazards may include:</td>
</tr>
<tr>
<td></td>
<td>• biological – pathogenic microorganisms, biological tissues, animals</td>
</tr>
<tr>
<td></td>
<td>• chemical – corrosives, flammables, toxic</td>
</tr>
<tr>
<td></td>
<td>• physical – noise, radiation, fatigue</td>
</tr>
<tr>
<td></td>
<td>• electrical/mechanical – high voltage apparatus, machinery with moving parts and</td>
</tr>
<tr>
<td></td>
<td>• psychological – emotional stress.</td>
</tr>
</tbody>
</table>
### Hierarchy of control

The ways of controlling risk can be ranked from the highest level of protection and reliability to the lowest. This ranking, known as the hierarchy of control is:

- **Eliminate** the hazard; **Level 1**
- **Substitute** with a safer alternative; **Level 2**
- **Isolate** the hazard from people; **Level 2**
- **Engineering** controls to reduce the risks; **Level 2**
- **Administrative** actions to reduce the level of harm; **Level 3**
- **Personal Protective Equipment.**

If it is not reasonably practicable to eliminate a hazard, the risk is to be minimised by working through the other alternatives in the hierarchy.

### Laboratory

A place of specialised work, research, clinical or diagnostic evaluation, teaching and/or learning. Laboratories are commonly used in many scientific disciplines from chemistry, physics, botany and zoology to medicine, psychology, dentistry, chemical engineering, agriculture and veterinary science. The term laboratory may equate with workshops in engineering areas such as mechanical, electrical, marine and civil engineering.

### Officer

Members of Council, Executive Deans, Heads of Academic Units, Heads of Divisions and Sections and Members of Boards having strategic management responsibility are considered to be Officers pursuant to Section 27 of the Act.

### Organisational Unit

College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

### Other person

Refers to all other persons that may be at the University that are not workers, including students and visitors.

### Personal protective equipment (PPE)

PPE is defined as safety clothing including footwear or equipment that is necessary for personal protection of the wearer whilst exposed to hazards in the workplace.

### Plant

Plant includes any machinery, equipment, appliance, container, implement and tool, any component of any of those things, and anything fitted or connected to any of those things.

### Risk

Risk is the likelihood that a harmful consequence (damage, death, injury or illness) might result from a hazard.

### Risk assessment

A systematic method of identifying hazards, assessing the associated risks (likelihood and consequences of an event occurring), and implementing suitable risk control measures.

### Risk control

Risk control means taking action to first eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.
Studio
A workroom, or place for instruction or experimentation in one of:
the visual arts such as painting, drawing, sculpture, printmaking, photography, furniture design;
the performing arts such as music, theatre, dance.

Worker
Any person carrying out work in any capacity at the University, including work as a worker, contractor or sub-contractor, worker of a labour hire company, outworker, apprentice or trainee, work integrated learning or work experience student and volunteer.

Workshop
Is deemed to be any work area where machinery, tools, appliances and equipment are stored and utilised.

7 Supporting Documentation:
- Work Health and Safety Policy
- Laboratory Workshop and Studio Medical Disclosure Form
- Laboratory Workshop and Studio Medical Certification Form

8 Versioning

<table>
<thead>
<tr>
<th>Former Version</th>
<th>Current Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 1</td>
<td>Version 3</td>
</tr>
<tr>
<td>Version 2</td>
<td></td>
</tr>
</tbody>
</table>

Safety in Workshops Policy; and Laboratory Safety Policy and Procedures Working Safely in Laboratories, Workshops and Studios Minimum Standard; combining above two policies approved October 2013; amendment to reflect reference to relevant Legislation and removal of forms from Standard – approved by Executive Director, July 2014. Amended in December 2016 to incorporate Colleges.

Working Safely in Laboratories, Workshops and Studios Minimum Standard (current document); approved July 2014, amended in December 2017 to incorporate the final academic structure.