

HSE School Laboratories Access Form

School of Electrical Engineering &
Telecommunications

1. Applicant Details

Name: Byron Petselis Staff/ Student ID: z5397993

UNSW Email Address: z5397993@ad.unsw.edu.au

Mobile number: 0401920080

Faculty: School of Engineering School/ Division: Graduate School of Biomedical Engineering

Academic Supervisor Name: Dr. Beena Ahmed

Academic Supervisor Email: beena.ahmed@unsw.edu.au

Your position (Undergraduate/Postgraduate/Staff): Undergraduate

2. Supervisor's Approval (TO BE COMPLETED BY THE SUPERVISOR)

☐ I give my approval for this access request and agree that access to the UNSW laboratory locations listed on this form below are required by this applicant, and that they must complete all required inductions and training before they can be granted access.

Supervisor's Name:

Supervisor signature:

Estimated Access Start Date: Estimated Access End Date:

Building Number	Laboratory Number	Regular Access. (Monday-Friday)	Afterhours access (Monday-Sunday)
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>

3. Online Health and Safety Courses (TO BE COMPLETED BY THE APPLICANT)

ACCESS TO SOME SCHOOL LABS MAY REQUIRE YOU TO COMPLETE ADDITIONAL ONLINE COURSES. PLEASE COMPLETE THEM BEFORE YOU BOOK AN INDUCTION WITH THE RESPECTIVE AUTHORISED LAB STAFF. For more details refer to the Lab list on the Lab & Office Access Webpage OR contact the School's WHS Adviser.

4. Lab Specific Local Induction

To gain access to any of the Labs in the School, you must book a Lab specific face-to-face induction, with the respective Authorised Lab Staff, to complete the HS049 Laboratory/Workshop Induction form (Please ensure you attach a completed copy of the HS049 form with this laboratory access form when you submit it). For more details refer to the Lab list on the Lab & Office Access Webpage OR contact the School's WHS Advisor.

PLEASE ENSURE YOU COMPLETE ALL REQUIRED ONLINE COURSES AND HAVE YOUR SUPERVISOR'S SIGNATURE AND APPROVAL ON THIS FORM BEFORE YOU SEE THE AUTHORISED LAB STAFF FOR THE INDUCTION.

PLEASE TAKE THIS FORM WITH YOU TO THE INDUCTION

5. Authorised Laboratory Staff Approval (TO BE COMPLETED BY THE AUTHORISED LAB STAFF)

☐ *I declare the I have inducted the Applicant named in this form, informed them of their Health and Safety responsibilities, and have approval from their supervisor to grant them access into the labs listed below. (PLEASE LIST LABS IN THE TABLE BELOW AND COMPLETE ATTACHED HS049 FORM)*

Authorised Laboratory Staff's Name: _____

Authorised Laboratory Staff's signature: _____

Induction date: _____

Building Number	Laboratory Number	Regular Access. (Monday-Friday)	Afterhours access (Monday-Sunday)
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

6. Mandatory EE&T School Safety Induction (TO BE COMPLETED BY THE APPLICANT)

☐ I have completed the mandatory [online School Safety Induction](#) for the School of Electrical Engineering & Telecommunications, watched the entire video and understood completely the information within. I will direct any questions I have to the Health & Safety team in writing on eng.gen.hse@unsw.edu.au.

When did you complete the online School Safety Induction?

Date: _____

7. Applicant Declaration

☐ I declare that I have completed all required inductions and training, and that I will follow all local laboratory rules and behaviour requirements. I understand that if I was found to be breaching any of the applicable WHS requirements and rules, I may face severe consequences, including loss of access to the related area/s, as well as further relevant disciplinary actions in accordance with UNSW policies.


Applicant Name: _____ Date: _____

Applicant Signature: _____

PLEASE EMAIL THIS FORM AND REQUIRED ATTACHEMENTS BELOW TO THE WHS ADVISOR ON eng.gen.hse@unsw.edu.au AFTER ALL ONLINE COURSES AND LOCAL INDUCTIONS HAVE BEEN COMPLETED.

- **HS049 form (If required).**
- **Screenshot of completed online courses, if any, from myUNSW.**
- **The signed HS006 form you received from the School Safety Induction.**
- **HS703 Work Alone or After-hours approval form (if you require after-hours access)**

Once approved, the WHS Advisor will send this form to “Estates Management”, your supervisor, relevant Authorised Lab Staff, and Head of School if requesting after-hours access, for granting access via email.

HS049	
EE&T	
Laboratory/Workshop Induction	

This outlines the specific induction and authorization requirements for UNSW laboratories/workshops. It lists the generic risk controls established by the laboratory/workshop. In addition, training will be provided for plant, equipment, and safe work practices. This Laboratory/Workshop Induction Form must be completed and signed before authorised access to the laboratory/Workshop is granted.

Faculty/School/Unit:		
Laboratory/Workshop location, e.g., building number, name:		
Laboratory/Workshop identification, e.g., room number, name:		
Your Name:		Your position: (Undergraduate / Postgraduate / Staff)
Your zID number:		
Laboratory/Workshop manager:	Signature:	
Your supervisor's name:	Signature:	
Date this induction was completed:		
The Lab/Workshop manager must explain the following to all inductees:		(Tick when completed)
Access requirements: Normal / After-hours	Swipe card access: Yes / No	<input type="checkbox"/>
Estimated Access Start Date:	Estimated Access End Date:	<input type="checkbox"/>
Risk assessment or Risk Management Forms and their access (Relevant document number listed below)		<input type="checkbox"/>
Safe Working Procedures (SWP) and their access (Relevant document number listed below)		<input type="checkbox"/>
Personal protective clothing and equipment: location, selection, use and maintenance		<input type="checkbox"/>
Safety equipment: location, use and operation (safety shower, eyewash, fire extinguishers and blanket, spill kit)		<input type="checkbox"/>
Laboratory records: Safety Manual, checklists, and inspections		<input type="checkbox"/>
Registers: Chemical, Biohazard, other (access to SciQuest inventory management system)		<input type="checkbox"/>
Chemical storage locations and standards		<input type="checkbox"/>
Safety Data Sheets and their access (e.g., ChemAlert, hard copy, supplier website)		<input type="checkbox"/>
General and Contaminated Waste disposal system		<input type="checkbox"/>
Laboratory/Workshop Emergency Response Plan		<input type="checkbox"/>
Evacuation and emergency procedures		<input type="checkbox"/>
Laboratory licensing conditions e.g., RECS, OGTR certified, QAP, Radiation, PC2		<input type="checkbox"/>
Any High-Risk Work Licenses required to operate equipment		<input type="checkbox"/>
Local H&S web resources (School website)		<input type="checkbox"/>
Training: Online School Safety Induction, Work Health & Safety Awareness, Ergonomics & Manual Tasks, Laboratory Safety Awareness, Green Lab, Biosafety, Gene Technology, Hazardous Chemicals, ionising radiation, Animal ethics. (Refer to the school website for more information)		<input type="checkbox"/>
Health Monitoring, Hepatitis A, Hepatitis B, Q Fever, and other immunisation protocol (Forms HS079 & HS427)		<input type="checkbox"/>
PLEASE EMAIL THIS FORM AND REQUIRED ATTACHEMENTS BELOW TO THE WHS ADVISOR ON eng.gen.hse@unsw.edu.au AFTER ALL ONLINE COURSES AND LOCAL INDUCTIONS HAVE BEEN COMPLETED. - HS049 form. - Screenshot of completed online courses, if any, from myUNSW. - The signed HS006 form you received from the School Safety Induction. - HS703 Work Alone or After-hours approval form (if you require after-hours access)		<input type="checkbox"/>
I have inducted and authorised to access this location (Laboratory/Workshop Manager) (Inductees name)		
I have undertaken this laboratory/workshop induction. I agree to abide by all the above requirements as outlined by the Laboratory/Workshop Manager. (Inductee signature)		