

Building 390 Requirements for Visitors and Contractors

Target Audience: All staff and students of B390 (L2 and L3)



This information ensures that people entering Levels 2 and 3 of B390 are either fully inducted or that appropriate supervision and procedures are in place.

Media and Filming in B390 L2/3

We encourage publicity and it is essential that we support the media promoting Murdoch activities. However, it is also essential that we ensure correct safety procedures are followed and that we do not disrupt normal work especially without notice. Please inform the building operational committee (BOC) at least 3 days prior to any proposed activities and advise of the areas involved. Some areas may require suspension of activities should legislation require it. Please ask the BOC if you need any help or advice. (see also Correct PPE).

Visitors

Visitors are permitted provided they are continually supervised by fully inducted staff or students. For groups of over 10 visitors, please

advise BOC at least 3 days in advance. Please be aware that there may be restrictions to accessing some areas considered hazardous or confidential.

Contractors

All contractors on site **must** have completed the Murdoch PDCSO induction and have a valid work permit for their activities on site. The PDCSO induction is general in nature and does **not** cover restrictions that may apply to B390 L2 and 3 areas. Normally, PDCSO would contact the BOC directly and check to ensure everyone is aware. This breaks down occasionally for example when staff and students independently arrange for servicing of equipment. It is essential that **all contractors** register with PDCSO to ensure Murdoch's legal liabilities are covered regarding safety and security. Regular contractors will have completed PDCSO inductions and may also complete the B390 Induction that then allows them to work independently in more

restricted areas such as PC2 laboratories. While there is no formal need to notify BOC for minor contractor activities such as instrument servicing, major works taking more than 1 day or where instruments will be unavailable should be notified to BOC for general circulation and to ensure, where needed, areas can be quarantined and instruments on the booking systems made unavailable due to servicing.

Correct PPE

Regardless of persons involved, all persons working, or that could be perceived as working (e.g. in media shots) **must be wearing full PPE including lab coat, gloves and safety glasses.**

Temporary access cards

Temporary access cards are available and will be issued by the building managers provided all conditions are met.

Thank you.

BOC (Building 390 Operational Committee) Contacts: B390_Operational_Committee@murdoch.edu.au: Ext 1330 or 1381