



Mechanical and Manufacturing Engineering School Access Approval Form

Name: Student/Staff no.:
FAMILY NAME Other Names

Email: Telephone:

Category: Student: U/G P/G Coursework P/G Research Exchange Staff Visitor

Start date: End date:

Project title and brief summary:
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.....
.....
.....

CONDITIONS OF ENTRY: Tasks are restricted to labs, activities and equipment that you have been inducted and trained on.

I have read, understood and signed the following documents [mandatory for MME students/Staff]:

- [ENG-MECH-RMF-6012](#): Chemicals and Gases in MME
- [ENG-MECH-RMF-11186](#): General electrical safety
- [ENG-MECH-RMF-8166](#): Use of Hand tools in MME
- [ENG-MECH-RMF-11862](#): Manual tasks

I have completed the following training where relevant:

- [WHS Awareness](#) [online, all lab users] **Date:**
- [Ergonomics](#) [online, all lab users] **Date:**
- [Green Lab Environment Compliance](#) [online, all lab users] **Date:**
- [Lab Safety Awareness](#) [online for students, face-to-face for staff, *staff must show evidence of enrolment] **Date:**
- [Laser Safety Induction](#) [only if working in a Class 3B or Class 4 laser lab] **Date:**

I have studied the UNSW Workplace Health & Safety website

I will assess my activities for risk and document relevant risk assessments (RMF) and safe work procedures (SWP) where necessary as defined on the website or by UNSW procedures.

Student/Staff/Visitor: Date:
Signature

Academic supervisor: Date:
Signature

Return form to Technical Officer or Lab Manager and organise a time for a Lab Induction (HS049)