The laboratories of the School of Mining Engineering consist of the following:

1. Ventilation Laboratory (Room LG37)
2. Minerals Processing & Vented Gas Laboratory (Room G29)
4. Laboratory for Imaging the Mining Environment [LIME] (Room148)
5. Advanced Visualisation and Interaction Environment [AVIE] (Room 157)
6. Computer Laboratories (Rooms G48, G49)

The above six laboratories fall into two main categories:

Category A - Physical Laboratories (1 to 5)
Category B - Computing Laboratories (6)

After-hours access by students will depend on the type of students (undergraduate, postgraduate coursework, postgraduate research). The term “student” in this policy refers only to currently enrolled UNSW School of Mining Engineering students.

Category A Laboratories (Physical)

“After hours”, in the case of the physical laboratories, is defined as any time outside of 8am to 4pm, Mon to Fri. “After hours” also includes all Public Holidays and other periods of UNSW shutdown (e.g. between Christmas and New Year).

- Undergraduate and postgraduate coursework students will not have access to any of the physical laboratories, after hours, unless accompanied by a member of staff, and at all times remaining under their supervision and direction. No machinery is to be used without appropriate supervision.

- Postgraduate research students will only have access to the physical laboratories after hours, if
  - prior permission has been sought from the relevant laboratory manager, Level 3 Health and Safety Chairperson or Head of School;
  - the student must comply with any special approval conditions specified at the time of such approval;
  - the student must be accompanied at all times, whilst in the laboratory, by at least one other “approved” person, if any major testing or sample preparation equipment is to be used;
  - no equipment is to be operated unless the student has been trained in the relevant safe work procedures, or is accompanied and directly supervised by someone who has been trained;
  - no unauthorised persons are to be allowed entry to the laboratory;
- after hours access to the physical laboratories is normally only extended to 8pm at the latest, unless otherwise approved.

- Students must carry with them, at all times during after-hours access, documented evidence of approved access, signed by the relevant member of staff, and be prepared to show such evidence to UNSW Security staff or other persons in authority.

**Category B Laboratories (Computing)**

“After hours”, in the case of the computing laboratories, is defined as any time outside of 8am to 7pm, Mon to Fri. “After hours” also includes all Public Holidays and other periods of UNSW shutdown (eg between Christmas and New Year).

- Any students may have access to the computer laboratories after hours, up until 10pm on weekdays, or between 8am and 6pm on weekends or other “after hours” periods, only with the prior, express permission of the relevant laboratory manager and/or course authority. Such permission should be documented, and may be for a block period of time, relating to particular course requirements.

- Students must carry with them, at all times during afterhours access, documented evidence of approved access, signed by the relevant member of staff, and be prepared to show such evidence to UNSW security staff or other persons in authority.

- After-hours access must not be gained for purposes other than approved UNSW study activities. Students must at all times comply with any relevant UNSW and School computer laboratory policies regarding computer access.

- At all times, there must be a minimum of two approved persons (students or staff) in the laboratory, during after-hours access. The only exception to this requirement is if there is a second “authorised person” (student or staff member) working elsewhere within the school for the duration of the student access. In this case the student must make contact with that person at regular intervals (not exceeding 1 hour) throughout their period of laboratory access.

- No other unauthorised persons are to be allowed entry to the laboratory by the student.

- Food or drink must not be consumed whilst in the laboratory.

- Students must leave the laboratory at the completion of their use of the computing facilities, and in any case, no later than 10pm on weekdays and 6pm on weekends.

- Access for any students, other than in accordance with the above, will only be granted on a case by case basis, with the prior approval of the Head of School.

**Other Compliances**

In all school laboratories at all times, students must ensure that they always comply with all other relevant UNSW and School policies and procedures, and in particular, with regard to OH&S requirements.

Associate Professor Paul Hagan  
Head of School Mining Engineering  
15 August 2016