



# Mechanical and Manufacturing Engineering School Access Approval Form

V1.5

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:

.....  
.....  
.....  
.....  
.....

**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
- [ENG-MECH-RMF-1366](#): Safe use of the Lasermet Interlock Systems for class 3B and class 4 lasers in Willis Annexe

### I have completed the following mandatory trainings:

<a href="#">Lab Safety Awareness (HSELSO)</a>	Date: .....	<a href="#">HSE Awareness (HSEAWA)</a>	Date: .....
<a href="#">Green Lab Environment Compliance ( HSEGLC)</a>	Date: .....	<a href="#">HSE Ergonomics (HSEEMT)</a>	Date: .....
<a href="#">Hazardous Substances (HSEHSO)</a>	Date: .....		

### LASER Safety Trainings (For lab users working with Class 3B or Class 4 LASER):

UNSW Laser Safety Awareness ([HSELS1](#)), **AND**  
 Research students: [1/2 Day Operator Laser Safety | Level 3 \(HSELS2\)](#). **OR,**  
 Staff: 1 [Day Laser Safety Supervisor | Level 2](#) by edVirtus **OR,**  
 Laser Safety Officers: [5 Day Laser Safety Officer | Level 1](#) by edVirtus.

### 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

Once complete, please organise a time for a lab induction using HS049 with the relevant technical officer  
You will need to send this SAA form with the HS049 to [eng.gen.hse@unsw.edu.au](mailto:eng.gen.hse@unsw.edu.au) for lab access