



# 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:

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

**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 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, all lab users] **Date:** .....

#### Laser Safety Training [only if working in a Class 3B or Class 4 laser lab]

UNSW Laser Safety Awareness ([HSELS1](#)), **AND** **Date:** .....  
Research students: [1/2 Day Operator Laser Safety | Level 3](#) By ADFA. **OR,**  
Staff: [1 Day Laser Safety | Level 2](#) by ADFA **OR,**  
Laser Safety Officers: [5 Day Laser Safety | Level 1](#) by ADFA. **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 \(HS049\)](#)