



Australian
National
University



Australian Phenomics Facility Contractor Induction

ANU is a dynamic, flexible and engaged University, committed to excellence in research, teaching and global citizenship.

ANU believes in and recognises the importance of safeguarding the health, safety and welfare of staff, students, contractors and visitors. As far as is reasonably practicable, ANU will take a proactive and preventative approach in safeguarding the community in respect of health and safety and take all reasonable actions to protect against unsafe conditions and work hazards.

The Australian Phenomics Facility (APF) supports biomedical research activities by providing laboratory animal services, while ensuring the highest ethical and welfare standards for laboratory animals and that genetic and microbiological quality is maintained.





Duty of Care

APF has a "Duty of Care" to ensure, so far as is reasonably practicable, the health and safety of all staff, students, visitors and contractors.

To ensure your health and safety, APF will:

- Provide a person as the nominated Responsible Officer each time a contractor is on site.
- Provide all contractors with a site specific (local) induction by the Responsible Officer prior to commencing work, which will address local hazards.
- Monitor the activities of contractors.

Animal Facility

APF is a Bio-exclusive facility and as such all precautions must be taken to reduce the introduction of pathogens from outside rodents. These include:

- Pet mice or rats (at home or pet shop)
- Wild mice or rats, including nesting sites (eg in ceiling spaces)
- Mice or rats in other research facilities

These rodents may be infected with diseases that are detrimental to the animals and research within the building.

If you have had any contact with mice or rats within the last 48 hrs, you should report this to your Responsible Officer prior to arrival.

You must not enter any of the APF facilities if you have been in any other animal facility (ANU or otherwise) within a period of 48hrs.

If you are unsure about this, please discuss your situation with the Responsible Officer.

Animal Environment

Protective clothing: If you will be working within the animal areas, you will be required to change out of your 'street' clothing and into facility scrubs, hair net, beard net (if applicable), over shoes and gloves. These will be provided to you.

Internal doors: In order to maintain the correct air pressure in the rooms, doors must remain shut when not in use.

Lighting: Animal rooms are on timed lighting cycles in order to enhance breeding performance. For this reason, light switches must not be altered. All work in animal rooms should be conducted between 7:30am and 5:30pm.

Hierarchies: If you are required to work in multiple areas of the facility, you must make yourself familiar with the hierarchy prior to starting work. You may need to follow strict requirements on how to enter which rooms, and in which order. If you are unsure how to proceed, please ask a staff member. If you have not completed a full building induction, or have failed to show a full understanding of the processes, you will be chaperoned by a local staff member while you complete your activities within the animal areas.

Tools and Equipment: If you will be working in the animal areas, any tools or equipment that are needed must be 'processed' in. This may be an overnight or an on-the-spot decontamination process. Please discuss this with the Responsible Office prior to arriving on site.

COVID-19

With a commitment to the health and safety of our school during this current climate, please adhere to the following:

Face Masks

Face masks are required to be worn when the 1.5 metre social distancing rule cannot be guaranteed. All close proximity activities require a PPE mask.

Help stop the spread of COVID-19



Wash your hands



Cough & sneeze into your elbow



Don't touch your face



Stay 1.5m away from others



Stay home if you feel sick

ANU COVID Control Practices

ANU COVID Control Practices Please refer to the [ANU Campus alert system](#) regarding the current practices and activities (Face Masks and Physical Distancing etc.) required whilst working and attending ANU.

Check In CBR App

When accessing the APF you will be required to support contact tracing by using the Check In CBR App. More information about the app can be found on the [ANU website](#).



Arriving on Site

PRIOR to arriving on site, contractors must contact their APF Responsible Officer to schedule access and to plan the intended tasks. If this is not possible, then contact with the Responsible Officer must be made prior to any work being started.

On arrival, the contractor must contact the Responsible Officer to arrange the following:

- A parking permit (if available)
- Building Access
- Keys

Contractors must only park in the appropriate contractor parking (as signposted), or temporarily in front of the APF loading bay whilst unloading. Failure to park elsewhere may result in a parking infringement notice being issued.

Please fill in the 'sign in' book at the front reception desk or the at the rear of the loading bay.

Contractors are to return all keys, passes and permits to the Responsible Officer before departure.

Personal Protective Equipment (PPE)

The supply of Personal Protective Equipment (PPE) is the responsibility of the contractor.

You are required to comply with PPE requirements as specified in the Risk Assessment and the mandatory signage on site.

Areas within APF may require PPE such as:

- Eye and hearing protection
- Respirators and dust masks
- High visibility clothing
- Boots
- Hard hats
- Protective work clothing and safety gloves

To protect the integrity of 'clean' spaces within APF, some areas may also require site specific clothing, and/or PPE. These will be provided by APF.

Laboratories

If you are required to work within a laboratory, please be mindful of the following:

- Hands must be washed each time you enter and exit the lab.
- No food or drink to be taken into the lab.



Types of Hazards

A hazard is anything with the potential to cause damage to people, the environment, property, plant or equipment.

Types of hazards that you may encounter at APF include:

- Animals and animal allergens
- Hot Work
- Ladders
- Hazardous chemicals e.g. corrosives, flammables
- Electricity
- Biological e.g. Genetically Modified Organisms (GMOs), mice, bacteria, viruses
- Radioactivity
- Cryogenic hazards e.g. Dry Ice and Liquid Nitrogen (in designated areas)
- Oxygen depletion
- Combustible Gases

Noise

The atmosphere at the University needs to remain conducive to learning and research at all times. Contractors must not cause a nuisance to University staff, students, or neighbouring properties.

Excessive noise has an impact on animal health and breeding.

Contractors must consider the following:

- Machinery noise may be suppressed by using enclosures, fitting noise suppressors and by regular machine maintenance
- Operators will be closely supervised to ensure that silencers are always in place while tools are operating
- All tools must be kept in a first class condition to minimise noise
- Noisy work and truck movements must be scheduled to minimise disruption
- Radios and other loud music are not permitted on University grounds
- Any tasks involving the masonry structure of the building must be discussed with the Responsible Officer prior to and work starting.

Emergency Procedures

Assembly points / muster areas and evacuation routes will be pointed out. It is important to remember where these areas are in the event of a fire or other emergency.

In the event of an emergency, you may hear an Alert Tone (... beep beep...) or an Evacuation Tone (...rising tone...).

It is important to note that tones DO NOT sound within the animal rooms. Instead, strobing lights will indicate an evacuation.

If required to evacuate, it is important that you follow the evacuation procedures and instructions from Emergency Wardens and / or ANU Security.

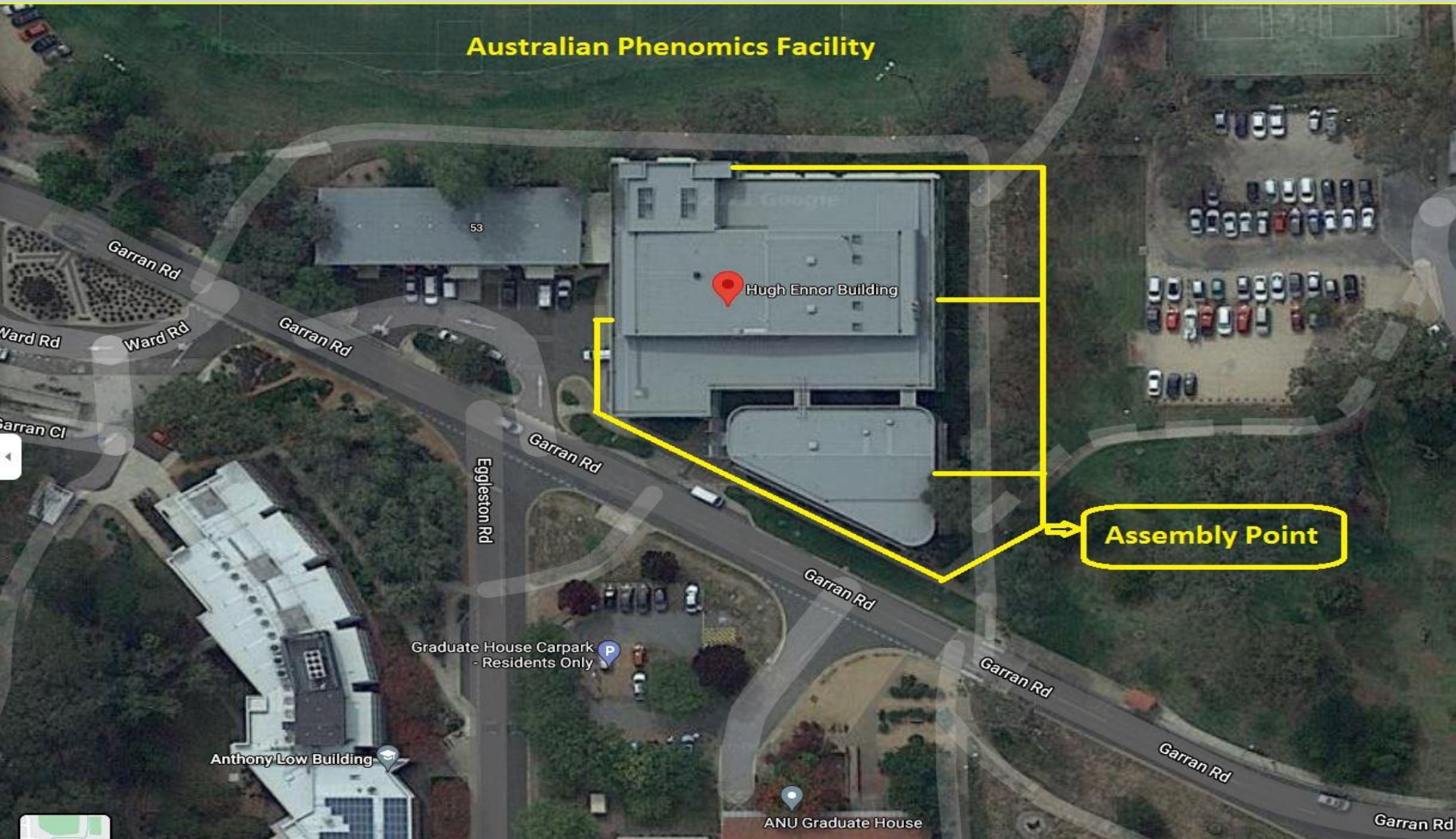


Emergency Warden



Evacuation routes

Evacuation Assembly Areas



APF Equipment Alarms

Some equipment within APF is connected to alarm systems.

It is important that when conducting any repairs, working in areas that may be connected to an alarm, or when shutting down electrical circuits is necessary, you notify the Responsible Officer prior to starting work. This will allow for a plan to be formulated and will avoid any triggering of alarms or unnecessary automatic action by APF staff or ANU security. This is especially important if critical plant is likely to be affected.

Equipment most likely to trip alarms include:

- Boiler and chiller plant
- Fridges and freezers
- Compressors
- Air handling units



Completion of Induction

You have now completed your contractor induction to the Australian Phenomics Facility.

Please print and complete the details on the next slide and bring it with you to give to the Responsible Officer on arrival.

Contact:

Denis Coombes
Facilities Manager
T: 02 6125 8694
E: jcsmr.fm@anu.edu.au

Contact:

Katherine Campbell
Operations Manager
T: 02 6125 9446
E: Katherine.campbell@anu.edu.au



When printing confirmation of induction, please print page 17 only.

Induction Confirmation

I confirm that I have read and understood the information outlined in The Australian Phenomics Facility Contractor Induction and will abide by all of the requirements relevant to working at APF.

Signature: _____

Name: _____

Company: _____

Date: _____

Phone _____