

## **Australian Institute for Innovative Materials Access Guidelines**

### **Purpose**

To outline the guidelines that outline safe access to the Australian Institute for Innovative Materials (AIIM) Facility.

The AIIM Facility Access Guidelines are to be read in conjunction with the University of Wollongong Campus Access and Order Rules and in areas of conflict or silence the University Campus Access and Order Rules are considered to take precedence.

### **Persons eligible for entry**

Persons in the following categories may have access to the AIIM Facility:

- A member of the University Council or of Convocation or a Fellow of the University;
- A member of staff entering or remaining at the facility in consequence of being an employee;
- A student entering or remaining at the facility in consequence of undertaking studies or research;
- A person who holds a permit authorising entry to the facility and who has observed all of the conditions of that permit;
- A person who otherwise has a valid reason to be at the facility, provided entry has not been prohibited.

The AIIM Facility is an access restricted facility. Individuals wishing to work at the Facility are required to undertake a WHS building induction.

### **Business hours**

Ordinary business hours for the AIIM Facility are 8am to 6pm, Monday to Friday, except for public holidays.

### **After business hours and weekend access**

Access outside of ordinary business hours, on weekends and public holidays is provided to those who have completed the AIIM WHS building induction and have been approved for afterhours access by the relevant Director.

Staff and students accessing the AIIM Facility outside of ordinary business hours, including weekends and public holidays, are required to register their attendance by signing the Afterhours Attendance Register located at the reception desk in the AIIM foyer. Registration is required immediately upon entry to the facility during these periods.

Failure to register afterhours, weekend or public holiday access can result in the restriction, suspension or removal of AIIM Facility access privileges.

## Swipe cards

The AIIM Facility is a swipe card protected facility. Swipe cards will only be issued upon the successful completion of an AIIM Facility WHS building induction and with the approval of the relevant Director or his or her representative.

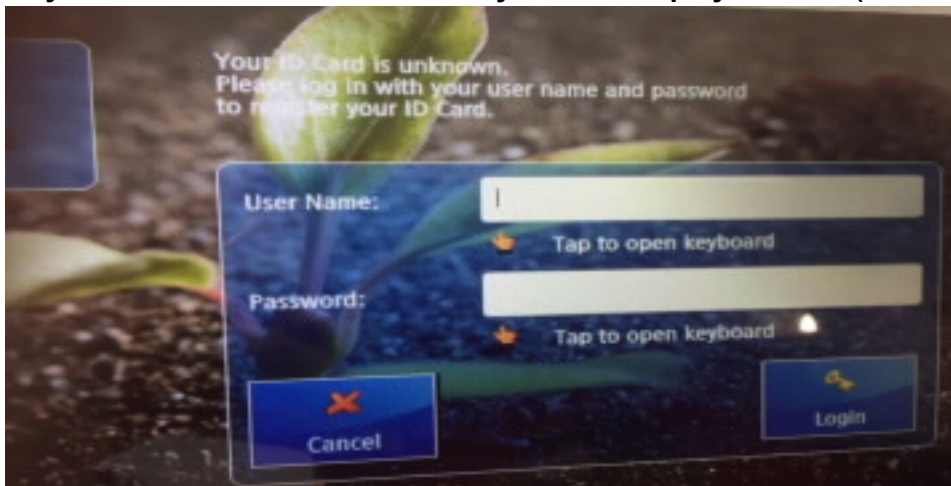
Swipe cards will be deactivated when access to the AIIM Facility by the employee or student is no longer required.

### 5.1 Printer access

AIIM operates a 'Swipe To Print' system. Once you have received your swipe card you will need to activate your card to use the printer.

Please follow the below instructions to set up your swipe to print access;

#### 1. If you see the below screen when you first swipe your card (Picture A)



Please follow the instructions on the screen. Once you log in with your UOW email account details you will be able to print.

#### 2. If however you see the below screen when you try and print (Picture B)



You will need to call ITMS Support on extension #3000. They will need the full name of the person who previously owned the card (the location of this is circled on the above picture), as well as the card number. They will also ask for your full name - Once you have given ITMS this information they will re-set the card for you and you can then swipe the card on the card reader to sign on.

### **Laboratory access**

Access to the laboratory areas at the AIIM Facility is restricted. Access to laboratory areas will only be granted upon completion of the WHS building induction and the approval of the relevant Director.

In accordance with University policy, afterhours and weekend access to laboratory areas requires that there be a minimum of two people in the laboratory at all times.

Personal protective equipment must be worn in the laboratory areas. At a minimum laboratory coats and safety glasses are required; however, some laboratories require additional protective equipment including gloves and other clothing or equipment as determined by the hazards present in that laboratory.

Failure to comply with laboratory access requirements can result in the restriction, suspension or removal of AIIM Facility access privileges.

### **Electron Microscopy Centre, Workshop and access restricted laboratories**

The Electron Microscopy Centre, AIIM Workshop, clean room and other access restricted laboratory areas have separate induction requirements to the AIIM WHS Building Induction.

Access to these areas will only be granted once the additional induction requirements have been met and approval has been given by the relevant supervisor.

Failure to meet or comply with the additional induction requirements of the Electron Microscopy Centre, AIIM Workshop, clean room and other access restricted laboratories can result in the restriction, suspension or removal of AIIM Facility access privileges.

### **Visitor access**

An important part of the ongoing research conducted at the AIIM Facility is engagement with industry, the community and other researchers. Accordingly, employees and students will host visitors to the facility.

Under the NSW Work Health and Safety legislation, the University has the same duty of care to visitors as it does to employees and accordingly it is the responsibility of the University to

ensure that the health and safety of visitors is not put at risk. As such visitors are subject to a number of conditions of access to the AIIM Facility including, but not limited to, the following:

- All visitors must register at the reception desk in order to gain access to the facility
- Visitors must be escorted when accessing areas beyond the public foyer
- Visitors must wear enclosed shoes and safety glasses when entering laboratory areas

### **Breaches of the AIIM Access Guidelines**

If an employee, student or visitor to the AIIM Facility is found to be in breach of the AIIM Access Guidelines access privileges can be restricted, suspended or removed.

A breach resulting in restriction will result in the imposition of restricted access for a period of four weeks from the initial date of the restriction. Further breaches during the restricted access period may result in an extension of the period of restriction, or the suspension or removal of AIIM Facility access privileges.

Serious breaches or wilful or disorderly conduct can result in suspension or removal of AIIM Facility access privileges. Actions that result in suspension or removal of AIIM Facility access privileges will also be subject to other relevant policies and procedures of the University.

Appeals on access restrictions, suspensions and removal will be considered by the Executive Director, AIIM.

### **Parking**

The AIIM car park is patrolled by UOW Security and its use is governed by Campus parking rules.

The car park has 12 reserved parking spaces being:

- Two reserved spaces for IPRI to be used with the approval of the Director, IPRI or his or her representative
- Two reserved spaces for ISEM to be used with the approval of the Director, ISEM or his or her representative
- One space for the AIIM Workshop vehicle
- Two visitor car spaces to be used with the approval of the Chief Operating Officer, AIIM or his or her representative
- Two reserved spaces for users of the Electron Microscopy Centre to be used with the approval of the Director, EMC or his or her representative
- One reserved space for the Executive Director, AIIM to be used with the approval of the Executive Director or his or her representative
- Two disabled parking spaces to be used in accordance with NSW legislation and regulations

It is important that use of the reserved parking spaces is also registered with the AIIM Administrative Assistant so that UOW Security can be informed as required.

### **Access to the AIIM Bike Store**

Access to the AIIM Bike Store is granted upon request to, and approval by, the Chief Operating Officer, AIIM or his or her representative. Access is restricted to minimise access to those who require it so as to reduce risk to personal property.

### **ITS access to the Disaster Recovery Room**

The AIIM Facility hosts the ITS Disaster Recovery Room for the University. Access to this room is restricted to ITS approved employees and contractors.

ITS employees and contractors are required to undertake an AIIM Facility WHS building induction and are provided limited access privileges. Breaches of these access privileges are subject to restriction, suspension or removal.

### **Roles and responsibilities**

The AIIM Access Guidelines, AIIM Induction Handbook and AIIM Induction Quiz are subject to approval and periodic review by the AIIM Executive Committee.

AIIM WHS building inductions are conducted by the AIIM Laboratory and Safety Operations Officer or his or her representative.

The Executive Director, AIIM; Director, Intelligent Polymer Research Institute; Director, Institute for Superconducting and Electronic Materials; Director, Electron Microscopy Centre; Chief Operating Officer, AIIM; and AIIM Laboratory and Safety Operations Officer are responsible for approving access privileges.

The Chief Operating Officer, AIIM and AIIM Laboratory Safety Operations Officer are responsible for monitoring ongoing compliance with the AIIM Access Guidelines and for determining access restrictions.

Suspension and revocation of access to the AIIM Facility will be determined by the Chief Operating Officer, AIIM in consultation with the relevant Director. Appeals can be made to the Executive Director, AIIM.

### **Related documents**

Australian Institute for Innovative Materials Induction Handbook  
Australian Institute for Innovative Materials Induction Quiz  
University of Wollongong Campus Access and Order Rules

### **Version control and change history**

<b>Version</b>	<b>Date Effective</b>	<b>Approved by</b>	<b>Amendment</b>
1	March 2008	AIIM Executive	First version
2	March 2012	AIIM Executive	Amendments to update position titles and legislative changes
3	August 2016	AIIM Executive	Minor Changes
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