Medical Science 1 Building Handbook
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Section one: Overview

1. Introduction

Welcome to the Medical Science 1 building (MS1).

This building was designed and built to co-locate the world leading Menzies Research Institute Tasmania (Menzies) with the School of Medicine and the Executive of the Faculty of Health Science.

The building provides facilities for the operations of Menzies, which includes several internationally recognised medical and epidemiological research teams. A purpose-designed clinical research area and a state-of-the-art research laboratory are centrepieces of the building.

World-class teaching facilities are provided on levels 1 and 2 to facilitate the Australian Medical Council accredited medical training program which is directed by the School of Medicine, and are further enhanced by a light and comfortable atrium and student amenities area, which is open to the public.

The building is designed to place the University in a unique position as a provider of quality, leading research and teaching. The principles that underpin the facilities are:

- a focus on collaboration between professionals working in research, teaching, learning and clinical practice
- shared use of equipment and other facilities where possible
- creation of a University campus and ‘hub’ in the City of Hobart
- spaces that provide short and long term flexibility and adaptability.

A second building has commenced construction and is due for completion in January 2013. Remedial works in MS1 will continue into the latter part of 2013.

This handbook has been produced to provide information to staff and students and assist them to get the most from their time in the building.

As the building contains a mix of research, teaching, clinics, student facilities and public areas, not all areas are accessible to all users. However, frequent visitors and staff located in the building on a full-time basis should have a good understanding of its operation and relevant safety and security provisions.

Please make yourself familiar with the layout, operations and procedures within this building.
2. Design and construction of MS1

Construction of Stage 1 of MS1 commenced in February 2008.

The architectural brief was challenging, as the building was required to cater for the medical teaching needs of the School of Medicine, as well as the research needs of the Menzies Research Institute Tasmania. The new building was also to become a flagship for the University in the Hobart CBD. The requirement was to provide some very specific purpose-built facilities as well as to ensure that many areas could serve as multiple-use and flexible spaces.

Melbourne-based firm of Lyons won the contract to design the facility in conjunction with Hobart firm, Jacob, Allom and Wade (JAWS Architects).

The designers gained inspiration for the design from photomicrographs of a living cell matrix, the morphological basis of all multi-celled organisms, and the subject of much of the world-renowned laboratory research at Menzies.

Levels 1 and 2 foyer areas of the building are open to the public, and feature displays of over 1500 artefacts recovered from the site during the preparation stage.

These record an interesting history of the site, of which the heritage-listed Hollydene, dating from 1825, is an important part. Hollydene is included in the co-location development, and provides a range of student facilities, including group and individual study areas, student lounge and meeting rooms.

The building was built by the John Holland/Fairbrother Joint Venture in association with a large number of sub-contractors.
3. Addresses and contact numbers

3.1 Street and postal addresses

Street address: Medical Science 1
17 Liverpool Street
Hobart, 7000

Postal address: Faculty of Health Science
University of Tasmania
Private Bag 99
Hobart, 7000

School of Medicine
University of Tasmania
Private Bag 68
Hobart, 7000

Menzies Research Institute Tasmania
University of Tasmania
Private Bag 23
Hobart, 7000
3.2 MS1 key contacts

Reception
Reception 6226 7700
Reception.MSP@utas.edu.au

Building Operations
Manager (for all building and lab enquiries) or Building Operations Officer
6226 7369
0409 435 783
6226 7795

Onsite Security
6226 4672

UTAS Security
(Staff Safety and Emergencies)
6226 7600

Building Fire Warden
6226 4672

24hr Emergency Services Number (Ambulance, Fire, Police) 0-000

Maintenance and Building Faults
6226 7700

Building Maintenance Manager (Fairbrother) mnewlands@fairbrother.com.au
0418 367 242

IT Support
6226 4888
healthit@utas.edu.au

UTAS Switchboard 6226 2999
3.3 Locating staff in MS1

To locate a Menzies staff member, go to the staff directory on the website and click on the name.


To locate a School of Medicine staff member, go to the People page on the website.

http://www.utas.edu.au/medicine/people

Faculty staff can also be located on their People page.

3.4 Directory

Level 1
Reception
Menzies Clinics and Clinical Drug Trials Office
Lecture Theatre 1
Clinical teaching rooms
School of Medicine Student Affairs
IT Support and IT Help Desk
Student amenities (Hollydene House and Atrium)
Deliveries (via the rear of the building)
U-Salt (Coffee bar in Atrium)

Level 2
Teaching laboratories
Teaching spaces
School of Medicine technical staff
Videoconference room 206
Student internet kiosk area

Level 3
School of Medicine Administration and Academic staff
Menzies Research Institute Tasmania staff
Tasmanian Cancer Registry
Tasmanian Data Linkage Unit

Level 4
Faculty of Health Science Administration
Dean’s Office
Menzies Research Institute Tasmania Administration
Director’s Office
Boardroom
Menzies Research Institute Tasmania staff

Level 5
Menzies Research Institute Tasmania Research Laboratories
Video conference Room 502
Section two: Information for building users

4. Access

4.1 Reception

The main reception for the building is on Level 1. It is staffed from 8.00am to 5.15pm, Monday to Friday.

All visitors to the building during business hours will need to sign in at reception upon arrival, and the appropriate staff member will be contacted. They will be supplied with a temporary visitor access card and lanyard which has access to the lifts and toilets. It is the responsibility of staff to ensure the visitor has the appropriate access to areas they need. Remember to let reception know if you are expecting visitors and if you are going into a meeting let reception know which room so they can show any late comers in.

Contractors and deliveries should report to the building office at the rear of the building to complete the relevant documentation before they will be allowed access. Then Security on Level 1 will issue the temporary visitor card. This will only be issued to contractors who have received a building induction.

4.2 Entrances

Public entry

The main entrance to the building is on the corner of Liverpool and Campbell streets. The sliding glass doors are open to the public from 7:30am to 5.00pm on business days. This entrance opens into the main foyer area near reception, and is the major entrance for the public, including Menzies Clinic participants.

Student/staff entry

The entrance in Campbell Street is intended primarily for students and staff. The sliding glass doors at this entrance provide card access into the glazed atrium of the student commons area.

After-hours entry

After-hours access is by access card only and can be used at either entrance. Undergraduate students will only have after-hours access via Campbell St from 7:30am until 10:00pm weekdays and 10:00am until 5:00pm weekends and Public Holidays, when security staff are in the building. Undergraduate students must be supervised when accessing the laboratory after-hours. An after-hours book is located at the Liverpool St entrance and must be signed by all students and staff both in and out. This is a requirement of after-hours access for safety reasons and failure to do so may result in after-hours access being restricted.

Activation of access cards for after-hours access for casual and visiting staff and students will be provided on application to the Building Operations Manager. Contractors who require after-hours access must prearrange this through the Maintenance Manager (Fairbrother).
4.3 Zones within the building

The building is divided into four distinct areas:

A public zone (Level 1) containing:
- foyer display area and reception
- Menzies Research Institute Tasmania Clinic.

A student zone (levels 1 and 2) containing:
- student hub and facilities
- Hollydene House
- Lecture Theatre 1
- tutorial and seminar rooms
- teaching laboratories
- Atrium, including U-Salt

A secure zone (levels 3 and 4) containing:
- Menzies Research Institute Tasmania Directorate and staff
- Faculty of Health Science Dean and Administration
- School of Medicine staff areas
- Staff lounge and meeting areas

A PC2/QC2 Laboratory zone (Level 5) containing:
- Menzies Research Institute Tasmania research laboratories.

The student zone is open to the public, but contains areas and facilities to which access is restricted to staff and students enrolled in School of Medicine courses.

The secure zone and PC2/QC2 Laboratory zones are only available to authorised staff and accompanied authorised visitors. At all times, access to the secure (non-public) areas of the building will only be obtained by use of an access card.

Visitors must register at reception, obtain a temporary visitor’s pass, and be met at reception by a staff member unless other arrangements have been made in advance.
5. Security

Security arrangements in the MSP are designed to protect personnel, information and assets, and to ensure compliance with UTAS legal responsibilities. UTAS security is present at reception from 7:30am until 10:00pm weekdays and 10:00am until 5:00pm weekends and Public Holidays, and carries out regular security patrols after hours. Any concerns regarding security should be reported to UTAS security (x7600), which is attended on a 24-hour basis. Security staff are trained in emergency procedures, including first aid.

In the event of a situation where emergency services (Ambulance, Police or Fire Service) are clearly required, the emergency number 0-000 should be called first, then security or reception informed.

Further information on UTAS security and its functions can be viewed at http://www.utas.edu.au/ams/security/index.html

To ensure that unauthorised people do not enter the secure area of the building, staff must not allow ‘tailgating’ through secure doors at any time. Any suspicious behaviour in and around the building during working hours should be reported to on-site security (x4672).

5.1 Access cards

After induction, each new staff member will be issued with an access card for access to secure areas and after-hours building access. Access to the Laboratory, Menzies Clinic and other restricted areas will be provided on application and completion of appropriate induction courses. All students will require endorsement by their supervisor or research group head.

School of Medicine students will be provided with after-hours access from 7:30am until 10:00pm weekdays and 10:00am until 5:00pm weekends and Public Holidays, to the student commons areas including Hollydene House. Access to other areas may be arranged through course coordinators as required.

Access to specific high security restricted zones will be via the use of a card reader-keypad combination unit requiring the presentation of a valid card and valid pin code for entry. The door will remain closed and secure if these are not presented.

5.2 Closed circuit television system

Closed circuit television system (CCTV) is an integral part of security in MS1. Staff, students and visitors should be aware that they may be monitored by CCTV.
6. Fire, emergency and safety

6.1 Fire protection

MS1 is protected by a comprehensive fire detection and suppression system which includes:

- smoke detectors
- sprinklers
- fire extinguishers
- two-stage alert/evacuation alarm system (EWIS)
- fire hydrants and fire hose reels.

Emergencies or evacuations in MS1 are controlled by the building Fire Warden or Security through the Emergency Warning and Intercommunications System (EWIS) panel near reception.

Staff and students should identify the exits and fire equipment that are close to their workplace, and should familiarise themselves with the emergency procedures below, including the location of safe designated assembly points.

Details of the UTAS fire and emergency procedures, and a listing of Fire Wardens can be found at http://www.utas.edu.au/ams/documents/emergency_management/Fire.pdf

6.2 Overview of the emergency alarm system

The emergency warning alarm system in MS1 consists of two separate signals, which are accompanied by a verbal message.

1. Alert Tone
2. Evacuation Siren

The system is designed to provide a high level of protection against fire while minimising unnecessary evacuations. It operates in three stages:

Stage 1: Alert Tone sounds throughout the whole building. If the situation is not resolved after three minutes the system progresses to Stage 2.

Stage 2: Evacuation Siren sounds throughout the whole building. If the situation is not resolved in six minutes, the system progresses to Stage 3.

Stage 3: Evacuation Siren sounds for the whole building.

6.3 Emergency alarm signals

It is important for all staff to be aware of the emergency alarm signals.

The Alert Tone

- is a ‘beep beep’ sound, accompanied by a verbal message.
- indicates that one of the detection systems has been activated.
- may sound only on specific floors or areas
- alerts the Warden and other emergency personnel within the building so that they can assess the situation and determine the appropriate course of action, including whether evacuation is necessary.
If you hear this signal you do not need to leave the building unless there is an obvious emergency in your area. However, you should prepare for a possible evacuation by gathering your keys and valuable personal items and be ready if the signal to evacuate is given.

The Evacuation Siren

- is a ‘whoop whoop’ sound, accompanied by a verbal message.
- may sound on a single floor or area, or across the whole building.
- indicates that you **must leave the building immediately by the nearest safe exit, and move to the nearest safe designated assembly point, which is under the ABC Roundabout.**

Do not congregate on footpaths outside the building

Evacuation procedures

Preferred evacuation routes for your work area and safe designated assembly points are displayed throughout the building. You should use the preferred route wherever possible.

Once at the safe designated assembly point, you should wait until the emergency has been resolved, or until you receive further instructions from emergency services personnel, warden or security.

**Do not use lifts** as they may fail in an emergency, and you may become trapped. Be aware of others who may require assistance to evacuate in the absence of lifts. An evacuation plan has been developed for disabled staff and students.

You are required to comply with any instructions from an Emergency Warden during an emergency. The Wardens will each be wearing a helmet that is either red, yellow, white or green.

You may not enter the building, even if the siren has been silenced, until the ‘all clear’ statement has been issued by emergency services or wardens.
6.4 First aid

There are designated First Aid Officers throughout the building. All security guards have Senior First Aid Certificates. Click on this link: https://secure.health.utas.edu.au/intranet/msp/index.html, then click on either PC or MAC for the list. In the event of an emergency involving a serious injury, call emergency on 0-000. Be prepared to give details of the situation, and the address.

Notify reception (x7700) after you have called emergency (0-000) so they know where to send the emergency services.

A defibrillator is situated on the wall between the School of Medicine enquiry desk on Level 1 and meeting room 138. The box is clearly marked and easy to see. Once the box is opened an alarm will sound at UTAS Security who will immediately contact security at MS1. These are designed for anyone to use by following the verbal instructions.

If you are at the scene of an accident, and are trained in first aid, please attend as per your training. If you are not trained, then please follow these basic emergency procedures:

1. Make sure you check the scene for danger—**do not put yourself at risk of becoming another casualty**.
2. Protect yourself from exposure to blood and other bodily fluids.
3. If the injured person is unconscious, roll them gently onto their side if possible and try to ensure that there is nothing obstructing their breathing.
4. If the area is unsafe, move yourself to a safe place and warn others of the danger—ask others to assist you to do the same.
5. In a serious injury or major emergency (fire, major chemical spill, etc)
   - call (0-000)
   - security (x7600, 24-hours)

If the casualty is not breathing, and you have ANY resuscitation knowledge, the Australian Resuscitation Council recommends that any attempt at resuscitation is better than no attempt.

After any incident requiring first aid, please complete an Incident Report online at https://apex.utas.edu.au:4443/pls/apex/f?p=212:1 or via the Workplace Health and Safety link on the University Staff homepage.
7. On-site Parking

There is currently no on-site parking. Staff and students who are working in the building after hours should try and bring their cars closer to the building. The staff car park on the corner of Argyle and Melville Streets can be used after hours. Tips for personal safety:

- Avoid walking alone at night
- Protect your bag or backpack
- Don’t use short cuts, stay in well-lit areas.

7.1 Visitor parking

There are a number of parking spaces for visitors at the rear of Domain House. These are available on a first come, first served basis, however people using these spaces are asked to report to Reception to identify which space they have occupied and provide their contact details. Please note that visitors are asked NOT to park in the spaces at the front of Domain House which are clearly marked for “Staff only”.

7.2 Drop-off, clinic and disabled parking

There is a time-limited disabled parking space outside the main entrance to the building. This space is not to be used for drop-off of other clinic/building users. There are several commercial parking stations in the close vicinity for the use of staff, students and visitors.

7.3 Staff parking

Designated parking spaces are available for staff on application through the Faculty Secretary (x 4741). A waiting list may apply.

The cost is approximately 50% of commercial rate, subsidised by UTAS and can be salary sacrificed.

7.4 Bicycle parking

Secure covered bicycle parking is provided at the bottom end of the Medical Science Precinct, behind Advocate House. Access is 24 hours and entry is by a keypad on the gate. Please contact Security (4672) for the code and your details will be held on a database.

We recommend cyclists continue to chain their bikes/helmets to the frames whilst using the enclosure and remove bikes overnight. Bikes are parked at owners’ risk.
7.5 UTAS vehicles

Three University vehicles are located at designated parking spaces at Domain House and are available to be booked for official business. Bookings can be made through main reception. Keys are kept at reception and should be returned after use.

The University requirements for driving a UTAS car have changed. Please make yourself aware of the new forms.

Every 3 years an Authorisation to Drive a University Vehicle form (page 10) must be filled out and as part of completing the authorisation, the staff member must also provide a current copy of their driver’s licence and fill in the Driver Medical Disclosure form (page 11). These are to be returned to the Administration Manager (Menzies) or the Manager - Administrative Services (SoM).

All new staff will be asked to complete this on induction.

8. Finding your way around MS1

8.1 Lifts

Two through-type passenger lifts are situated near the reception area at the main building entrance. These lifts provide open access to the public and student areas on levels 1 and 2, and to the main lobby of secure area on levels 3. Access via lifts to Level 4 and 5 are by access card only. One of the lifts also provides access for people with disabilities to the student zone, which is slightly raised from the main access level.

A smaller through-type passenger lift is located in the atrium area. This lift only provides access to levels 1, 2 and 3 of Hollydene House.

A restricted goods lift is located at the rear of the building, and provides card access to restricted areas for goods, technical and lab staff only.

8.2 Stairs

The main stairs are located in the centre of the building. These stairs provide open access to the public and student areas on levels 1 and 2, and to the main lobby areas of level 3. Access to secure areas is by card only.

Access to Levels 4 and 5 is by card access.

Non-emergency use of the rear fire stairs is restricted to authorised staff only.
9. Your work areas

9.1 Telephones
Not all desks are supplied with telephones. The principle is for most staff to have a phone or to share a phone. If there is an operational need for Menzies staff to have their own phone, approval must be emailed from the supervisor to Stewart.Wells@utas.edu.au. Staff from the School of Medicine who have queries about phones should contact the Manager Administration Services.

All phone costs are charged to the designated project/s for the person who sits at that desk. Staff requiring STD or ISD calling capabilities will require approval from their supervisor. If requested, staff members can have a pin code to use on any phone which enables them to make a call and for it to be charged back to the project. Remember these pin codes are for the individual and should not be shared with other staff.

Faults – contact the ITR service desk (x1818) and give extension number, desk number and description of the problem.

If you move desks you can unplug your phone and move it to your new location. This will bring the number with you. Please advise Stewart (for Menzies) or School Administration Manager when you do this as they keep a record of where each phone is located.

Smart phones – staff need to fill out the HealthIt requisition form and have it approved by their supervisor and relevant Faculty/School/Menzies approver. When you receive the new phone, go to Total Communications who will arrange set up by the carrier. Then should contact the HealthIT help desk (x4888) to ask for help in ensuring they are set up to get the cheapest costs.

Teleconference phones
There are 4 teleconference phones stored in the IT area on Level 1. To book one, contact reception, then collect the phone from HealthIT help desk. These phones do not have ISD calling capabilities. The only teleconference phone with ISD is in the boardroom and must NOT be removed.

Voice Mail
All staff are encouraged to use voice mail. The link on how to set it up is located on the website; http://www.utas.edu.au/itr/voicecom/voicemail/main.html

If you have any problems please contact the Service.desk@utas.edu.au

9.2 Your work area—office areas

Three types of work spaces
MS1 has been designed with both efficiency and aesthetics in mind. To ensure that open-plan areas are light and pleasant places to work, offices have been placed centrally and open-plan areas are located on the perimeter of the building adjacent to the windows.

Noise levels should be taken into consideration in the open planned areas. If using a mobile phone or making continuous calls and phone interviews please consider using a small meeting room. All mobile phones should be on silent or vibrate when in work areas.
Workstations

Workstations are equipped with:

- an ergonomic desk and chair
- screen mounted shelving
- a lockable drawer and file unit.

Advice on setting up your workstation in an ergonomic manner is available as part of the ‘Guideline for Use of Screen-based Equipment.’


After following this advice, if difficulties still remain, you should contact your supervisor.

Centralised mail, copying and printing

Mail and photocopying/printing areas are located close to work areas. Mail is delivered and sorted into pigeonholes twice a day. Outgoing mail is placed in trays or Aust Post bags distributed around the building and collected at 10.30am and 1.30pm. In some areas printing and photocopying is done by using your access card. This ensures confidentiality and enables projects to be back charged. Contact HealthIT if you are unsure how to use this facility.

Please keep these areas clean and tidy, and report any problems to the IT help desk (x4888) as soon as possible.

Stationery requirements

Basic items will be supplied in stationery areas.

- Menzies ordering is through reception
- School of Medicine ordering is done through a central location on Level 1 and 3
- Faculty of Health Science is ordered through the Faculty Secretary (x4741)

Supervisors must approve all purchases as the project will be back charged.

9.3 Your work area—clinic

This is a secured area with access card entry only and is used for Menzies studies and services to the public. Before staff are given access they must do the on-line induction course. The Menzies Clinics consist of general consulting, clinical and interview rooms which are booked via reception. This area also has blood collection, pathology and physiology rooms, respiratory lab and densitometer room including change rooms.

Clinic participants and bone scan patients come to reception and are then given access to the waiting area by the receptionist until a staff member comes to get them. As some are present for longer appointments and need to fast to give blood, there are also breakfast-making facilities.

A nurses’ station equipped with a phone and computer for easy access is also available.

9.4 Your work area—laboratory

In general, laboratory areas are open plan. Laboratory users need to be mindful of using shared equipment in a responsible manner, and ensuring that the areas and equipment are left clean and tidy after use.
Teaching laboratories

Access to teaching laboratories on Level 2 is restricted to students under supervision only, unless access is specifically authorised by the lecturer in charge.

The following must be observed by all users of the teaching labs:

- Laboratory coats or gowns and enclosed shoes (including enclosed heels) must be worn.
- Food and drink are not permitted.
- Any instructions given by the laboratory supervisor or technical staff must be obeyed.
- It is a condition of entry that lab rules and procedures for specific labs are strictly adhered to (for example safety glasses may be required for some activities).
- Hands must be washed upon exiting the labs.
- Bags and personal belongings are to be left in the secure places provided for them.

PC2/QC2 Research Laboratories (including the Animal Holding Lab)

The Research Laboratory area on Level 5 is entirely within a certified PC2/QC2 envelope, which is clearly labelled. Access to this laboratory area is restricted. Unsupervised access to this area is dependent on receiving a comprehensive induction. More detailed information is available in the Laboratory Procedures Manual.


Laboratory rules are listed below. Failure to comply with laboratory rules may result in access privileges being suspended or revoked, and other disciplinary action being taken in accordance with University ordinances and procedures.

Safety concerns can be raised through the Medical Science Precinct Safety Committee at any time.
PC2/QC2 Laboratory Rules

1. Keep facility doors closed;
2. Mouth pipetting is prohibited. Use mechanical pipetting devices. Do not moisten labels with your tongue;
3. Eating, drinking, storage of food, application of cosmetics and smoking is prohibited;
4. Wear a laboratory gown during work and remove it before leaving the laboratory.
5. Wear closed footwear, includes a closed shoe heel; no thongs, sandals or ‘ballet’ shoes.
6. Wash your hands with soap and warm water after handling cultures and experimental procedures, and before leaving the laboratory;
7. Steam sterilise or chemically treat all microbiological waste before disposal;
8. Chemically disinfect all equipment used for handling cultures or contaminated material which is not readily steam sterilised;
9. Decontaminate work benches and surfaces with a disinfectant solution after spills and when work is completed;
10. All glassware should be washed either by hand or by dishwasher, dried and returned to shelves by users when procedures have been completed.
11. Only take material from the laboratory (e.g. to an autoclave or elsewhere in the building) in accordance with the Guidelines issued by the Regulator (e.g., in a sealed inner container within a closed unbreakable outer container);
12. Clearly identify and date all cultures and store them safely in a dedicated storage area;
13. Observe the practices in the Guidelines for Certification of Facilities/Physical Containment Requirements.
14. Hazards or defects in building or equipment must be reported to your supervisor or the Building Operations Manager.
15. In the event of injury during laboratory procedures, an online Incident Report must be submitted within 3 working days of the event occurring.
16. No tasks are to be undertaken, and chemicals or equipment used or ordered without first performing or sighting an appropriate Risk Assessment and gaining an understanding of the risks involved, and the mitigation strategies in place.
17. Do not use chemicals and consumables that are not yours without permission.
18. Do not use equipment and other items that are not yours without permission.
19. Follow any reasonable instruction or rule designated by your supervisor, group leader or area (room) supervisor.
20. Lab users are expected to work in manner which is courteous and respectful of other users at all times.
**UV air locks**

Selected doors (into the Animal and DNA areas) have been interlocked allowing for only one door to open at a time. These doors are interfaced to the lighting system so that when specific UV lighting is in use, the associated card reader will be disabled. These doors are clearly marked.

Note that free handle egress and key override is operable at all times for safety.
10. Keeping work areas safe and tidy

10.1 General work areas

Occupational health and safety is everyone’s responsibility. Each staff member has a responsibility to work in a safe manner and to report any hazards to the Building Operations Manager (x 7369).

Some general guidelines have been developed to help keep work areas and valuables safe and to keep the building in good condition.

- Staff are encouraged to utilise personal storage units and shelving around their workstations to avoid clutter.
- Staff are strongly urged to keep personal valuables locked away at all times.
- Shared areas are available for books and other items that cannot be stored easily in the workstation.
- Paper recycling boxes and waste bins are provided throughout the building.
- Paper and other items should not be stored on the floor.

For occupational health and safety reasons it is important to ensure that all corridors are free of clutter and are accessible at all times.

Staff need to be mindful of the need to keep confidential information secure at all times.

10.2 Children in the workplace

The UTAS policy on laboratories and technical work areas states that children are not permitted in these areas. Children may be permitted into other areas if supervised, and by arrangement only with the area supervisor. Children in the building must be supervised at all times.

10.3 Electrical goods and appliances

All staff must comply with the UTAS electrical safety policy, at http://www.admin.utas.edu.au/hr/ohs/pol_proc/electrical.pdf.

Tagging and testing of all electrical appliances is done on a regular basis. All computer equipment is tested every 5 years and all equipment in a hazardous environment (e.g. labs) is done either yearly or six monthly.

Some points to note:

- No electrical work whatsoever is to be done by unqualified staff. Report any problem to the Building Operations Manager.
- Personal fans and heaters are not permitted in the building, as they may be hazardous, and disrupt the balance of the air-conditioned building.
- Extension leads and any other electrical equipment must be compliant, and if over 12 months old must be tested and tagged in accordance with legislation. No electrical equipment can be brought into the building without approval from the Building Operations Manager.
• Double adaptors are not allowed in the workplace.
• Kitchen electrical items must not be used in office areas.
• Small personal items such as phone chargers may be used in the workplace provided the leads do not cause a hazard. The use of radios must be agreed by all staff in a workplace.

10.4 Pot plants

Small pot plants are permitted in the building but must be maintained by the staff member. They must sit on a shelf (not on the floor) and not protrude over anyone else’s work area. If they leak or are not looked after properly they will be removed without consultation.
11. Toilets, showers and change rooms

Male, female and disabled facilities are located:

- on Level 1 in the rear corridor area near the Student Affairs area
- near the central lift foyer area on levels 2–5 of the building

Male, female and disabled toilet facilities are also provided in Hollydene House.

Additional toilet facilities for people with disabilities are located in the Menzies Clinic area.
12. Amenities

12.1 Staff commons and kitchen areas
Staff areas with kitchen facilities are found on levels 3 and 4. Each of these areas is equipped with:

- boiling water for making tea and coffee (please use caution to avoid scalding)
- cooled drinking water
- fridge
- dishwasher
- Level 4 also has microwaves, toasters and coffee machines.

Level 3 is a quiet area to work or read or to hold formal or informal meetings. This is also the area where theses and some textbooks will be kept. There are hot desks for visitors to use.

Level 4 is for general socialising, lunch, trade morning and afternoon teas, drinks after work and any staff activities.

Staff should be mindful that these are shared areas, and must be kept clean and tidy by the users. Please put all used dishes in the dishwasher as it is turned on and emptied each night. All kitchen consumables are ordered through reception. These are monitored but if you notice that items are running low, please email reception.

12.2 Massages
Work-place massages are available weekly in the building. The charge to staff is $15.00 for 15 minutes. Bookings can be made through Reception.

12.3 Smoking
Staff are reminded that smoking is not permitted anywhere inside the building, or within 10 metres of any building entrance or air intake. Smoking is not permitted in the car park.
13. Meeting and conference facilities

13.1 Lecture Theatre 1

The 163-seat lecture theatre is situated on Level 1. This is available for booking for public functions through Asset Management, Uni.Centre@utas.edu.au

No food or drinks, other than bottled water, is allowed.

The lecture theatre is fully equipped with audio visual facilities for presentation and centrally controlled via a touch screen control panel. A hearing loop facility is provided in the theatre to assist hearing impaired audiences.

Problems with the AV equipment should be reported to HealthIT.

13.2 Student Hub

The Student Hub area on Level 1 (location 135) can be booked for public functions. But remember it is a walk way and building users will still need to have access. It is booked through Asset Management, Uni.Centre@utas.edu.au

13.3 Meeting/seminar rooms

The staff commons areas on levels 3 and 4 have semi-private meeting areas, and private meeting rooms which are available for private meetings or interviews. Some of these are available on an ad hoc basis, and others need to be booked.

Room capacity ranges up to 64, and the larger rooms have full audio visual facilities. Bookings are made by staff at reception or by contacting the SOM administrative staff.

13.4 Videoconferencing facilities

Videoconferencing is available in room 206 on Level 2 (seats 32) and Level 5 (Room 502 seats 18). These can be booked through reception. The Boardroom on Level 4 (seats 16) also has video conference facilities, however bookings for this room are restricted and can only be made through the Director’s PA (x7702) or the Faculty Secretary (x4741).

13.5 USalt Catering

USalt, the coffee bar located in the Atrium, can provide catering for meetings and conference requirements, and can be contacted on 6273 8833.
14. Student Facilities

14.1 Hollydene House and Atrium
Hollydene House has been refurbished as the main student facility area for MS1. There are also a number of group study areas that will be available for all students.

Heaters in Hollydene House are on a timer from 8:00am to 8:00pm and will be thermostatically controlled.

Heaters in the Atrium will be turned on and off as requested to security. Contact security (x4672).

USalt, the precinct coffee bar, is located in the Atrium, and is open to provide coffee and light food items from 8.30am - 3pm throughout the week.

14.2 Lockers
There are lockers in Hollydene House for student use at a cost of $10 per locker (which is refundable upon return of the locker key). Allocation of lockers is administered by the Student Affairs Team.

14.3 Student computer facilities
There are a number of areas throughout MS1 and in Hollydene House that allow student access to computer facilities. The locations are as follows:

- 4 computers on Level 2 outside the large group meeting rooms (in the foyer area). This space allows for students to stand only and quickly check e-mails etc.
- 4 computers and a printer are located in Hollydene House for general student use.
- A large number of laptop computers are available and can be booked for teaching purposes, for use in teaching rooms or laboratories.
15. Building service

15.1 Air conditioning and ventilation

MS1 is fully air conditioned and controlled by the Building Management System. Windows in the building cannot be opened.

Large and small group rooms and laboratories on levels 2 and 5 are provided with local on/off switches linked to Building Management System. This allows occupants to switch on the air conditioning system in the room when it is to be occupied. This function is provided to reduce energy consumption of the building.

Window blinds should be utilised to avoid increased heat load in the building during the warmer months.

Office areas on Level 1, and levels 3 and 4 have after-hours on/off control switches linked to Building Management System. These can be used to switch on the air conditioning and ventilation systems when the area is to be occupied after normal operation hours of the building. Use of after-hours air conditioning should be minimised as far as possible to conserve energy.

15.2 Lighting

Open plan work spaces and laboratories are adjacent to large windows wherever possible allowing ample natural daylight. Office and meeting rooms obtain natural daylight through large glazed internal panels.

The majority of the lighting is managed by the control system in the form of movement and photo sensors for energy efficiency.

There is emergency lighting so the floors will not be entirely dark at any time.

Office and other areas

In general, lights in office areas are activated either by movement detectors or local switch control. Lights will be automatically switched off if the detectors are not reactivated for a long period of time (the duration is adjustable). Users are asked to leave the light switches in the ‘on’ position in these areas.

Laboratory areas

The lights in open laboratory areas are mainly activated by movement detectors with local switch control for some of the laboratory support areas and laboratory benches. Lights will be automatically switched off if the detectors are not reactivated for a long period of time (the duration is adjustable).

15.3 Cleaning

Cleaning is provided by contract, administered through the UTAS Cleaning Supervisor. Staff should raise any cleaning issues with the Building Operations Officer.

15.4 Waste management

MS1 complies with the UTAS recycling and waste reduction policies, and recycling is encouraged where possible.
Paper
Large 'sulo' recycling bins are positioned in storage and utility areas around the building, close to photocopy machines. Work groups are encouraged to provide a communal recycling box close to workstations for non-confidential waste, which should be emptied periodically into the bins.
Separate bins are provided for confidential papers. Please ensure that confidential waste is disposed of appropriately.

Cardboard
There are several recycling bins for cardboard in storage areas around the building, and in the waste area at the rear of the building. Emptied and collapsed cardboard boxes for recycling should be left in office corridors for collection by the cleaning staff. Please ensure that these are not in traffic areas.

Bottles, cans and recyclable plastics
Co-mingle bins are provided in kitchens and in the foyer.

Batteries
Batteries can be recycled in the bin provided in the loading bay.

Toner Cartridges
Recycle boxes are supplied in photocopy/printer utility areas.

Biological and/or hazardous waste
Information on disposal of laboratory biological and/or hazardous waste can be found in the Laboratory Procedures Manual.