

# PROJECT RISK ASSESSMENT FORM

Sydney Microscopy & Microanalysis (SMM) requires users of the facility to conduct a risk assessment of their projects prior to commencing work in the centre, in compliance with the University of Sydney Workplace Health & Safety (WHS) program and in accordance with the WorkCover Legislation promoting safe practices in the workplace.

*This form must be completed and signed prior to conducting a new project at the SMM*

SECTION A. USER INFORMATION	
Name	
University / Company	
Division / Research Group	
Telephone / Mobile phone	
Email address	
ACMM user code	
University of Sydney UNIKEY	You will need your personal UNIKEY ID to access data collected at SMM Contact the SMM front office if you need to apply for a new UNIKEY
Are you a new user at the SMM?	YES / NO

SECTION B. PROJECT INFORMATION	
Project title	
SMM Project Code	
Primary academic supervisor	
Briefly describe the overall aim of the project	(Describe what data you wish to obtain, and why it is important)
Associated academic/research staff in The University of Sydney (if any)	
Are you continuing the research conducted by a previous group or a user of the SMM	<p>YES / NO</p> <p>If YES, please provide the name of the user</p>
Expected project start date	
Expected project end date	

## SECTION C. EXPERIMENT INFORMATION

<p>What facilities do you plan to use at the SMM</p>	<div data-bbox="582 443 1345 703"> <input type="checkbox"/> Computers  <input type="checkbox"/> Materials specimen preparation laboratory  <input type="checkbox"/> Microscopy or X-Ray facilities at Madsen Building  <input type="checkbox"/> Biological specimen preparation laboratory  <input type="checkbox"/> Cell culture facility at Madsen Building*  <input type="checkbox"/> Cellular imaging facility at CPC**  <input type="checkbox"/> Other facilities (please specify):         </div> <div data-bbox="582 741 1412 848"> <p>* If you require access to the cell culture facility at Madsen Building, you will need to complete the Cell Culture Risk Assessment form from the ACMM website.</p> </div> <div data-bbox="582 887 1468 1032"> <p>** If you require access to the facilities at the CPC, please ask the research supervisor and ACMM technical staff for information about the following inductions and access requirements.</p> </div> <div data-bbox="630 1032 1441 1256"> <ol style="list-style-type: none"> <li>1. Charles Perkins Centre research and education hub workplace induction – General (Online)</li> <li>2. Charles Perkins Centre research and education hub - laboratory workplace induction version 2 (Online)</li> <li>3. CIF laboratory induction (Face to face)</li> <li>4. D17 Access Approval Form</li> </ol> </div>
<p>List the equipment you plan to use at the SMM</p>	
<p>Briefly describe the experimental workflow you plan to conduct at the SMM</p>	
<p>List any prior experience you have with the experimental procedures or the use of equipment</p>	<p>(e.g. experience with similar instruments at other facilities)</p>

## SECTION D. ITEMS BROUGHT IN TO THE ACMM

List all the items you are bringing in to the SMM (e.g. specimens, chemicals, special equipment).

For each item, identify the correct procedures for:

- Transport (e.g. container)
- Storage at the SMM
- Disposal

If available, attach supporting documentation for each of the items, such as:

- MSDS
- Instruction manual
- Supplier documentation for experimental (non-commercial) specimens

Please ask the research supervisor and SMM technical staff if you are unsure about any of the questions

List any of the items listed above classified as:

- Hazardous substance
- Dangerous goods
- Controlled or regulated substance

or has potential risks such as:

- radioactive
- nanomaterial (< 100nm)

Are you bringing in any biological materials?	YES / NO
If YES, is the material correctly fixed? (provide details)	YES / NO
Do you have the necessary documentation for correct disposal of the biological material	YES / NO

SECTION E. NEW USER ACTIVATION	
Have you signed the SMM User Compliance Form?	<p>YES / NO</p> <p>This form is available at the end of the SMM Handbook of WHS Regulations. Please bring the signed form to the new user meeting.</p>
Have you completed the University of Sydney Workplace Health & Safety (WHS) online induction?	<p>YES / NO</p> <p>If NO, please complete the online "WHS Induction" <a href="http://sydney.edu.au/whs/activities/training.shtml">http://sydney.edu.au/whs/activities/training.shtml</a></p> <p>You will receive a digital certificate upon completion.</p>
Have you registered or completed the University of Sydney "Working with Chemicals" course?	<p>YES / NO</p> <p>If NO, please ask the SMM technical staff at the new user meeting whether you are required to complete it.</p>



Have you registered or completed the University of Sydney "Biosafety" course?	YES / NO  If NO, please ask the SMM technical staff at the new user meeting whether you are required to complete it.
Are you planning to conduct a new procedure that the SMM currently do not have a corresponding risk assessment (RA)/safe work procedure (SWP) documentation?	YES / NO  If unsure, please discuss with the SMM technical staff at the new user meeting. If YES, you may need to prepare a new RA/SWP documentation.

## SECTION F. USER AND RESEARCH SUPERVISOR SIGN-OFF

I acknowledge that I have read and understood this project risk assessment form, and will follow the relevant SMM induction, Workplace Health & Safety (WHS) protocols and Safe Work Procedure (SWP) documentation when working in the centre.

### User

Name:  Signature:  Date:

### Research Supervisor

Name:  Signature:  Date: