



Laboratory Access – Application (issued without alteration)

Applicant Details	
Name:	Student/Staff #:
School:	
Email: @	Mobile:
Access Card	
<input type="checkbox"/> New Card <input type="checkbox"/> Existing Card (Number _ _ _ _ _ ) <input type="checkbox"/> Lost Card* - require replacement <i>*Please note you will be required to provide a signed Statutory Declaration form to support your application for a replacement card</i>	
Business Hours Access 0800 – 1700 x 5 days	
Building # _____	Room # _____
Commencement Date:        /        / 20	Cessation Date:        /        / 20
Have you completed the EIS online induction assessment quiz? Yes <input type="checkbox"/> Certificate attached Yes <input type="checkbox"/> <a href="https://moodle.uowplatform.edu.au/login/index.php">https://moodle.uowplatform.edu.au/login/index.php</a>	
Have you completed a local area WHS induction? Yes <input type="checkbox"/> EIS Laboratory Induction attached Yes <input type="checkbox"/>	
Have you completed full training on equipment to be used (including safety procedures)? Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Description of equipment or process being used: ..... .....	
Risk rating of equipment or process    Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>	
I agree to complete a risk assessment before any experiment is undertaken Yes <input type="checkbox"/>	
After Hours Access 24hrs x 7 days	
<i>* Special conditions apply for After Hours Laboratory Access and will depend on the risks involved and level of competency required - see over page for sign off authorisation</i>	
Building # _____	Room # _____
Commencement Date:        /        / 20	Cessation Date:        /        / 20
Reason after hours access is required: ..... .....	
Have you completed the EIS online induction assessment quiz? Yes <input type="checkbox"/> Certificate attached Yes <input type="checkbox"/> <a href="https://moodle.uowplatform.edu.au/login/index.php">https://moodle.uowplatform.edu.au/login/index.php</a>	
Have you completed a local area WHS induction? Yes <input type="checkbox"/> EIS Laboratory Induction attached Yes <input type="checkbox"/>	
Have you completed full training on equipment to be used (including safety procedures)? Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Description of equipment or process being used: ..... .....	
Risk rating of equipment or process    Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>	
I agree to complete a risk assessment before any experiment is undertaken Yes <input type="checkbox"/>	
<b>* See over page for sign off authorisation and applicant acknowledgement</b>	

**Acknowledgement**

- Authorisation of equipment to be used after hours will depend on the Risk Rating of the equipment and level of competency required to operate the equipment.
- Working alone and after hours work guidelines must be followed when using equipment after hours. Refer to EIS laboratory safety manual.
- University Security must be notified when accessing labs after hours (Ext 4555).
- This authority only applies to use of the equipment detailed in this Application form.
- I understand that as a new applicant, I need pay \$20.00 and that I can only have one Access Card.
- I understand that if I return this card in good condition, I will be eligible for a refund of \$10.00.
- I declare that I will not give my Access Card to anyone else for his or her use – it's my personal responsibility.

The bearer of this authority is reminded that they must carry this authority with their Student Identification Card otherwise this authority will have no effect. Any authorised person may be removed from any university building any person who does not show proper authority as described or who does not have authority to be upon University premises or who is trespassing. An authorised person may apprehend and deliver to the Police any person found committing an offence against the Enclosed Lands Act 1907, as amended or who is committing a criminal offence.

I have read and understand all of the above conditions.

**Applicant Signature:** ..... **Date:**.....

**Authorising Officers**

*The applicant must source the following Authorising Officers signatures to finalise application*

**Training Officer**

**Name:**.....

**Signature:**..... **Date:**.....

**Academic Supervisor**

**Name:**.....

**Signature:**..... **Date:**.....

**Technical Operations Manager**

**Name:** .....

**Signature:**..... **Date:**.....

**Executive Dean**

*\* Executive Dean to sign when high risk equipment is to be used after hours*

**Name:** .....

**Signature:**..... **Date:**.....

**Access Issued (OFFICE USE ONLY)**

**Card # Issued** \_ \_ \_ \_ \_

**Key # Issued** \_ \_ \_ \_ \_

**Issuing Officer Signature:**..... **Date:**.....