



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

e-mail Address

University of Sydney
Staff or Student ID number

Leave blank for external users
with no ID number

University of Sydney UNIKEY

Contact the SMM office if you
would like to apply for a new
UNIKEY

Are you a new user at the
SMM?

YES
NO

Section B. Project Information

Project title

Primary research supervisor

Expected project start date

Expected project end date

Briefly describe the overall aim of your project

(Describe what data you wish to obtain, and why it is important)

Associated academic or research staff at The University of Sydney (if any)

Do you already have a data storage allocation on the University of Sydney Research data management plan (RDMP)?

YES
NO

If NO, please consult the SMM staff and your research supervisor
<https://rdmp.sydney.edu.au>

Are you continuing the research conducted by a previous group or a user of the SMM?

YES
NO

If YES, please provide the name of the user

Section C. Experiment information

What facilities do you plan to use at the SMM?

(You can choose more than one)

Computers

Microscopy or X-Ray facilities at Madsen Building

Materials specimen preparation laboratory

Biological specimen preparation laboratory

Cell culture facility at Madsen Building*

Cellular imaging facility at Charles Perkins Centre**

Microscopy facilities at the Brain and Mind Centre**

Other

* 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 SMM website

** If you require access to the facilities at the Charles Perkins Centre (CPC) or the Brain and Mind Centre, please ask the research supervisor and SMM technical staff for information about the additional induction requirements

List the equipment you plan to use at the SMM

Briefly describe the experimental workflow you plan to conduct at the SMM

List any prior experience you have with the experimental procedures or the use of equipment
(e.g. experience with similar instruments at other facilities)

Section D. Items brought in to SMM

Are you bringing in any biological materials?

YES
NO

If YES, Is your sample correctly fixed

YES
NO

Does your project involve the use of Genetically Modified Organisms (GMOs)

YES
NO

If YES, please provide the IBC reference number

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
- Fixation protocol (if applicable)
- Disposal

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

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

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

List any of the items listed above classified as:

- Hazardous substance
 - Dangerous goods
 - Controlled or regulated substance
 - Radioactive
 - Nano-material (< 100nm)
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Section E. User induction requirements

You are required to complete the following two online courses prior to becoming a registered user of the SMM.

The courses can be accessed from the University of Sydney "Careerpath" website (<http://sydney.edu.au/whs/activities/training.shtml>). You can generate a digital certificate upon completion.

I have completed the University of Sydney " Workplace Health & Safety induction "	YES NO	Careerpath - Safety Health & Wellbeing
I have completed the " ACMM induction "	YES NO	Careerpath - Faculty/Unit Specific Courses

Section F. Additional training requirements

Depending on the your experimental procedures, you may be required to complete additional training modules provided by the University of Sydney

I have completed the University of Sydney "Chemical Safety" online curriculum	YES NO	If NO, please ask the SMM technical staff at the new user meeting whether you are required to complete it
I have completed the University of Sydney "Biosafety" online course	YES NO	If NO, please ask the SMM technical staff at the new user meeting whether you are required to complete it

Section G. User and research supervisor sign-off

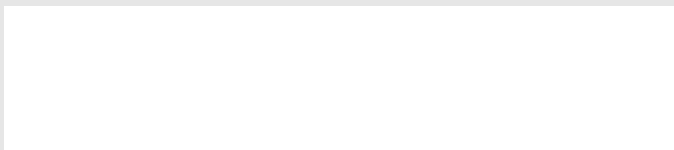
I acknowledge that I have completed this project risk assessment form to the best of my knowledge, and will follow the relevant induction, Workplace Health & Safety (WHS) protocols and Risk Assessment/Safe Work Procedure documentation when working at the Sydney Microscopy & Microanalysis.

User

Name

Date

Signature

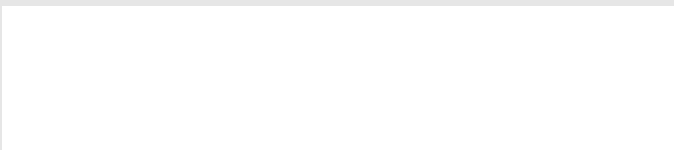


Research supervisor

Name

Date

Signature



I agree to acknowledge the SMM in publications resulting from my work in the centre

YES

"The authors acknowledge the facilities as well as the scientific and technical assistance of the Microscopy Australia (micro.org.au) node at the University of Sydney: Sydney Microscopy & Microanalysis."

Please bring the completed form along with any other supporting documents to the new project meeting
