Access to EIS Laboratory Procedure

1. Complete online EIS Induction Assessment Quiz. The quiz uses the Moodle platform and questions are based on the EIS Laboratory Safety Manual. A UOW user name and password will be required to complete the quiz. A certificate is produced once a pass mark has been achieved.

   For access to Environmental Engineering laboratories in Buildings 6 and 8, the online Biosafety Training Course must also be completed in addition to the EIS Induction Assessment Quiz. A certificate is also produced once a pass mark has been achieved. [Enrolment key – Biosafety]

   The EIS Laboratory Safety Manual, EIS Induction Assessment Quiz and Biosafety Training Course are all located on the EIS Health and Safety web page under "Laboratory Safety".
   http://eis.uow.edu.au/current-students/student-support/whs/index.html

2. Undertake local area lab induction with Laboratory Technical staff or appropriate Training Officer and complete EIS Laboratory Induction/WHS Induction Acknowledgement form.
   http://eis.uow.edu.au/content/groups/public/@web/@eis/@research/documents/doc/uow212212.pdf

   Note: Laboratory Technical Staff or appropriate Training Officer details can be obtained from EIS Central.

3. To apply for access to secured labs (swipe card, pin code or key) or for After Hours Lab access, complete the Laboratory Access Application form, located on the EIS Health and safety web page.
   http://eis.uow.edu.au/content/groups/public/@web/@eis/documents/doc/uow230483.pdf
   The appropriate Training Officer and Academic Supervisor must sign the application form before being presenting it to the Technical Operations Manager for sign off.

   Note: After Hours Access to EIS laboratories will only be granted under special circumstances and will be assessed against risk.

4. Submit all completed forms [Application/Certificate[s]/ WHS Induction Acknowledgement] to the EIS Faculty Research Unit (building 6.102) for processing.