

FSE Shutdown Period Access Request | Approval Form

FACULTY OF SCIENCE
AND ENGINEERING



MACQUARIE
University

No access will be granted to FSE laboratories during the MQ shutdown period (typically 25 December to 1 January inclusive). Exceptions (for maintenance, animal care, etc.) must be approved in advance by the Executive Dean (or delegate). Shutdown dates are published on the MQ website in November.

Note: Read the [FSE After Hours or Working Alone Guideline](#) prior to completion; refer to section 4.2 and 4.3 for risk level guidance.

Submit completed form to meredith.lowe@mq.edu.au by COB Friday 13 December 2019

Date of Request:

Person(s) covered by this approval: (attach list if additional space required)

Name	Position	Contact Number	Person's supervisor	Approval duration/conditions

Why is access required?

Person submitting this request

Name: _____ Signature: _____ Date: _____

Position: _____ Department/School: _____

Head of Department/Dean of School Endorsement

I endorse this request and confirm that I have reviewed relevant Risk Assessments, Safe Work Instructions, Safe Operating Procedures, etc

Name: _____ Signature: _____ Date: _____

Location where the work is being conducted	
Equipment, substances, areas that can be accessed or used	
Summary of the tasks that can be undertaken	
Tasks that cannot be undertaken	
Specific controls and additional precautions	
Communication methods, eg Call-back or Buddy System	Communication contact details
Emergency shutdown procedures	
After Hours Emergency Contacts	
Executive Dean (or delegate) approval	
Signature: _____ Date: _____ Restrictions (if any): _____	
Administration – 1. Applicant advised of outcome 2. If approved, access details submitted to MQ Security <input type="checkbox"/> Date: _____	