

# SMITHS LAKE FIELD STATION USERS' GUIDE

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Instructions for users of Smiths Lake on arrival and departure

Appendix – Safe Work Procedures and sign off sheet

## 1. LOCATION

The UNSW Smiths Lake Field Station is located on the southwestern shore of Smiths Lake near the village of Bungwahl. It is about 35 km south of Forster, NSW.

## 2. DIRECTIONS

- From Bulahdelah, take the Lakes Way, which leaves the Pacific Highway a few kilometres north of the town.
- At Bungwahl, turn right into Seal Rocks Rd.

- Proceed towards Seal Rocks for 2.3 km.
- Turn left at Horse Point Rd, a dirt road opposite the Fish Co-op.
- Proceed straight ahead for 1.6 km until you reach the field station.

Note: Ignore all signs and do not turn into Dogwood Rd.

### **3. CAPACITY**

The field station can cater for a maximum of 56 people (excluding beds in the restricted OEH dorm).

### **4. BUILDINGS**

There are nine buildings comprising:

Two general admission dormitory blocks – 7 rooms in total – 6 to 12 beds in each, 56 beds total.

One ablutions block – 3 showers (hot/cold water), 3 toilets and 3 basins in each of the male and female sections.

One lab/kitchen building – 4 fridges, 1 freezer, 1 gas stove/oven and a vermin-proof storeroom (The Rat Proof Room).

One cookhouse with open sides– 2 wood barbeques, 5 gas rings and 2 double sinks with hot/cold water.

One dormitory block (restricted use – OEH and UNSW staff only).

One communal building with open sides, and a storage room at one end.

One two-room storage building (restricted access).

One boatshed (restricted access).

### **5. ACCESS**

One key, available from the field station manager, opens most buildings. Most users would require this key only. It does not open the boatshed, the storage building nor the OEH dormitory. Users of these buildings need to obtain appropriate keys from the field station manager.

### **6. SERVICES**

#### **6.1 Water**

It is important to conserve water. All our drinking water and almost all of our remaining water is supplied by rainwater tanks. While we have a large storage capacity, profligate water use soon drains supplies, so please be conscious of our water and use wisely. Taps and showers in the ablutions block are on timer switches to improve our water conservation.

**6.1.1 Drinking and cooking water.** Drinking/cooking water is supplied from various points throughout the field station:

- non-reticulated rainwater for drinking or cooking water is supplied by three tanks at the eastern end of the lab/kitchen building, with gravity fed taps. This is the best water for drinking or cooking, and it is advisable to use these first as use of this water will not drain the reticulated rainwater supply
- Reticulated rainwater is supplied by tanks on the western side of the lawn, the eastern end of the communal building and behind the old dormitory building. This water is available from the taps in the cookhouse sinks and the kitchen, and from the taps beside the pump sheds.
- **Please check the level of the water on the gauge on departure and inform the field station manager**

Do not drink water from the taps in the ablutions block, or from the tank behind the ablutions block, as this water could be contaminated with creek water. In an emergency the water in the tank by the boatshed is also suitable for drinking.

If there is no reticulated water (either cold or hot) coming through the taps, there may be a problem with the power supply – see under electricity below.

Hot water to the kitchen and cookhouse is supplied by a gas hot water system located in the outdoor cookhouse. If there is no hot water (but there is cold water), check to see that the system is switched on and connected to gas and electrical supply. Refer also to gas below.

Low water pressure could indicate that the filters need cleaning. If this is the case, please inform the field station manager, and follow his advice.

**6.1.2. Ablutions block water.** This water is supplied from two separate sources. The main source is the connected tank system as noted above. These tanks contain rainwater only. The second, or backup, source is the ablutions block tank, which may contain rainwater from the two adjacent buildings, creek water or a combination of both. For this reason it is strongly recommended that you do not drink this water.

Normally the rainwater tanks supply the ablutions block. The only reasons they would not do so are that the filters are blocked or that there is no water in the tanks. In each case the pumps automatically shut down. This means that the ablutions block tank water then has to be used. To switch between the two water supplies, contact the field station manager and follow his advice.

If the water from the ablutions block tank has to be used but the level in it is low, the tank can be filled by pumping water to it from the creek. To do this, ensure that the inlet valve to the ablutions block tank (located on the black pipe on the side of the tank) is open, and then turn on the pump at the double power point between the cookhouse and the cookhouse tank. The switch is the one marked “Ablutions”. If the inlet valve is not open when the pump is operating, the pipe from the creek will burst at some point. This usually happens at the southwestern corner of the ablutions block.

When the lake is very high, that is, above about 1.6 metres on the Debert Reserve gauge, the creek water is brackish. At such times, do not pump more water from the creek than you need. This request is made in order to minimise the amount of time the water in the tank remains salty.

Taps in the hand basins are push button and timer activated; push again as required. Taps in the shower block are on a timer setting. To use, press the button and the water will come on for three minutes; for hot water turn to the left, for cold water turn to the right. Shower will turn off automatically after three minutes, and will remain off for some time.

Hot water is supplied by gas hot water systems in both the men's and women's sections of the ablutions block. If there is no hot water (but there is cold water), check to see that the system is switched on and connected to gas and electrical supply. If necessary, switch on following the instructions on the wall near the systems. Refer also to gas below. Also check to see that the switches are on in the fuse box in the female section of the ablutions block: note that the switches are of the American type and the down position is Off and up is On.

Please note also that a small group of users probably does not need to use both hot water systems.

## **6.2. Gas/Firewood**

**6.2.1 Gas.** Gas for cooking and hot water is supplied from two 500Kg gas tanks. These are filled periodically by Elgas. If the gauge on top of either tank shows that the tank is less than 30% full, please inform the field station manager.

**6.2.2. Firewood.** Firewood is supplied by a local contractor. It is kept in a shed near the entrance to the field station. If the firewood supply is low, the field station manager should be informed. The firewood provided in the woodshed is for use in the cooking fires (provided that there are no fire bans) and not for bonfires in the bonfire pit. Please note that you need to supply your own axe. Please also refer to the SWP for wood chopping and lighting fires at Smiths Lake in the appendix.

## **6.3 Electricity**

The field station has only single-phase power to supply a large amount of electrically powered equipment and appliances. It therefore has a mains circuit breaker. This circuit breaker, along with several others, is located in the fuse box at the eastern end of the communal building.

If there is a power failure, either total or partial, the above fuse box is the first place to look in order to restore power. Other fuse boxes are found at the eastern end of the lab/kitchen building, in the north-eastern room in the old dormitory block, at the western end of the far dormitory, the female section of the ablutions block and in the OEH dormitory.

If the power blackout is not caused by an overloaded circuit, then the problem probably lies somewhere outside the field station. You then have to wait for the local distributor to restore power. This might only take a few hours but it can be a lot longer after a major storm. At such times it might be necessary to use buckets of water from the creek to flush toilets. To provide light there is usually a supply of candles in the Rat Proof Room.

If power is not back on after 24 hours, check with the local distributor. They might advise that a local electrician needs to be called.

Please note that, although there are several 15-amp appliances, there is only one 15-amp power point in the communal building. Do not under any circumstances modify a 15-amp appliance so that it plugs into a 10-amp power point.

## **6.4 Ablutions Block/Cookhouse Waste Water**

Waste water from the toilets and showers is piped to an Ecomax treatment system. It comprises three cells of specially treated soil that are housed in the mounds outside the ablutions block. Normally only two cells are in operation at any one time. Switching on and off of cells is the responsibility of the field station management.

If the red light on the instrument on top of the septic tank starts to flash, please immediately contact the phone number that is written on the instrument housing. If this number does not answer, inform the field station manager.

Waste from the sinks in the cookhouse enters a grease trap and is then pumped to the Ecomax system. The power point for the pump is located on a post near the grease trap. Do not switch off the power at this point.

## **6.5 Rubbish Removal**

The field station currently has one small rubbish bin and one larger recycling bin, which are kept along Horse Point Rd near the intersection with Dogwood Rd, and a skip opposite the entrance to the field station. Please fill the bins before filling the rubbish skip. Please use the correct bins when putting rubbish or recyclables in them. The bins are currently emptied by Great Lakes Council on Wednesdays.

The skip is removed once a month, on the third Monday. In periods of heavy use (especially from December through to April) it is emptied more often, at the discretion of the manager. While we are aware of when these heavy periods are and plan accordingly, the skip may still be full on arrival, possibly due to illegal rubbish dumping. If this is the case, please report it to the field station manager.

Please DO NOT dump excess rubbish next to the skip in the vain hope that someone will clear it away – they won't, and it will just attract animals that will spread the waste further around the station.

Small bins are also provided for use around the field station. In order to prevent animals getting into the bins, please keep the lids on them at all time. Please also ensure that no rubbish is left behind in these after your stay.

Please note that there is no system for recycling or composting kitchen waste.

## **6.6 Cleaning/Maintenance**

Cleaning of the field station and maintenance of the grounds is done by local casual staff of UNSW. Users of the field station are, however, expected to leave it in a clean and tidy condition when they depart, including removing rubbish and cleaning the ablutions block.

## **7 WHAT WE DO NOT SUPPLY**

In the true tradition of field stations, many things are left behind, despite all requests to take belongings, food etc upon departure. This can be seen as a blessing when you arrive and forget to bring something such as cooking oil, detergent, bin bags, etc. In the past people have come to rely upon the kindness of strangers and have requested that these be replaced when supplies have run out. Please be aware that such items MAY be there on arrival or MAY

NOT. We do not supply these and are not responsible when such supplies run out, but if you find them you are welcome to use them. Such items include:

- axe or other equipment for chopping wood (see below) – your axe is your responsibility as is the maintenance of such
- Garbage bags (although we supply garbage bins we do not supply bags)
- Soap for bathrooms/showers
- Foil
- Cling Wrap
- Cooking oil, salt, pepper or other condiments
- Dishwashing detergent and other cleaning products
- Tea towels, sponges etc for cleaning dishes

## **8 COOKING and FOOD STORAGE**

As mentioned earlier, there are two wood barbeques and five gas rings in the cookhouse. In the lab/kitchen building there are four fridges, including one large commercial fridge, one freezer, a gas stove/oven and a microwave oven. There is also a food storage room, which is known as the “Rat Proof Room”. It is advisable to store here all food which does not require refrigeration. Vermin are attracted to the kitchen. At night please keep the doors closed once you have finished with the kitchen. The screen doors on their own are not a barrier to rats and mice.

All cutlery, plates, mugs, and so on, are stored in the kitchen section of the building. A large selection of cooking/food preparation utensils is also stored in this room.

Users of the field station are asked not to leave food behind in the Rat Proof Room or in the fridges or freezer. Any food, condiments, or other material that are left there may be used by any visitor.

Please also refer to the safety documents in the appendix:

- SWP use of gas cooker at Smiths Lake,
- SWP refrigerators and freezers at Smiths Lake
- SWP use of outdoor gas burners at Smiths Lake
- SWP use of microwave oven
- SWP use of urn at UNSW Smiths Lake

## **9 BEDS**

Most beds are double bunk style. Most of them have a wire base but about ten have a wooden base. Most mattresses are made of foam. Visitors must supply pillows, sheets and blankets or sleeping bags.

## **10 TOILET PAPER/PAPER TOWEL**

These are supplied by the field station. They are normally kept in the Rat Proof Room. If the supply is low, please inform the field station management.

## **11 FIRE FIGHTING EQUIPMENT**

Fire extinguishers are provided at various points around the field station, and there is a fire blankets in the kitchen. There are also several taps, one near the cookhouse tank and others

near the dormitories, to which a hose may be attached. To obtain sufficient pressure when using these taps, turn on the demand pump to the ablutions block tank and ensure that the inlet valve to that tank is closed.

There are also taps at the entrance to the female section of the ablutions block (1), and on the outside of the two pump houses (2 - one behind the ablutions block and one on the lawn). These are connected to the reticulated water supply and do not require the demand pump to the ablutions block to be switched on.

## **12 TABLES/CHAIRS**

There are about fifteen large tables at the field station. Some are collapsible and some are not. Normally they are stored in the storage area in the communal building. Plastic chairs are also stored in this storage area. The storage area should be locked when you leave. Please refer to the safety document SWP – moving furniture at UNSW Smiths Lake in the appendix.

## **13 FIRST AID KIT**

A first aid kit is kept in the kitchen/lab building near the big fridge. It is restocked from time to time. However, as this cannot be done frequently, users are advised to bring their own supply of first aid items.

## **14 LIBRARY**

A selection of books on natural history and on biology generally is kept in the lab/kitchen building. Please put any books that you use back on the shelves when you leave.

## **15 OTHER EQUIPMENT**

In the various storerooms are microscopes, collecting equipment, and other scientific material. These are used by the various student groups from the School of BEES, UNSW, and are not available to other users of the field station.

## **16 BOATSHED**

Four dinghies and four outboard motors are stored here along with boating equipment, some fuel, sampling gear, and other equipment. The boats are only available for use by members of the School of BEES.

## **17 SAFETY CONSIDERATIONS**

We responsible for the health, safety and welfare of visitors to Smiths Lake and in addition to the following numbered points regarding what would be expected as the usual safety issues, a number of safety documents are included in the appendix of this guide. Users must read these carefully before arriving at the field station. At least one member of each group must sign the sign-off page and forward this as either scanned or photocopied document to the field station manager. This is a mandatory condition of staying at the field station.

### **17.1 Arboviruses**

Mosquito-borne viruses, such as those causing Ross River Disease and Barmah Forest Disease, are prevalent in the area. While many people who are infected show no symptoms, a minority can be affected to various degrees by these diseases. A few people have become very ill.

The best protection is to avoid being bitten by mosquitoes – keep screen doors closed, wear suitable clothing, use insect repellent, and spend as little time as possible in the ablutions block. A supply of repellents and insecticides is usually kept in the Rat Proof Room for those people who have not brought their own.

## **17.2 Snakes & Spiders**

Snakes are occasionally seen in the vicinity of the field station and sometimes within the grounds. The most dangerous are the Eastern Brown Snake and the Death Adder. A range of spiders may be found around the area and are more likely to be encountered than snakes. Some will be venomous and some not, so it is best to treat all with caution. All visitors to the field station are advised to wear appropriate clothing, including long pants and stout shoes, especially at night. Check your shoes or boots for spiders if these are left outside rooms. Please be particularly careful when handling wood in the wood shed – take a torch to help to find any spiders which may be present and use gloves when removing wood.

## **17.3 Ticks**

Depending on weather conditions and the stage of their life cycle, ticks can be very common in the bush around the field station. Sometimes they can even be found in large numbers within the grounds. Many people who are bitten show only mild symptoms. A tick bite, however, especially if not detected early, can be serious for some. To minimise the risk of being bitten, wear appropriate clothing and use insect repellent. Occasionally check your clothing and body for ticks.

## **17.4 Camping Under Trees**

The risk of being injured or killed by falling trees or branches is probably not as severe in the field station grounds as in some other areas of the Myall Lakes National Park. It is, however, forbidden to camp near the larger paperbarks and swamp mahoganies. Signs in the grounds advise of areas where camping is not permitted.

## **17.5 Creek Depth**

Even when the lake is low, there are some parts of the creek that runs beside the field station which are quite deep. This is especially true near the boatshed. The risk of drowning would be small for an adult but not so for a young child. Parents and other adults are advised not to allow young children to wander unaccompanied near the creek.

## **17.6 Fires and evacuations**

Great care should be exercised around bonfires and when using the barbecues and stoves. At times of total fire bans, no fires may be lit. In the event of a bushfire, the field station is thought to be reasonably safe. The lawn and the lake itself can act as a refuge for anyone trapped at the field station. The muster area during an emergency is at the lake edge near the boatshed. Signs on the lab/kitchen building and in the dormitories give advice regarding emergency procedures and emergency exits are indicated with exit lights.



# Instructions for Users of Smiths Lake Field Station

## On Arrival

1. Make sure all switches on the distribution board in the ablutions block are turned on.
2. Turn on the fridges you need and make sure the freezer is still turned on. Do not adjust the thermostat of the large fridge.
3. Make sure that the submersible pump in the grease trap is turned on. The switch is located on the pole beside the grease trap (near the cookhouse). It should never be turned off.
4. Check water availability and pressure. If there is no water or the water pressure is low, inform the field station manager, and follow his instructions. Do not attempt to remedy the situation yourself.
5. If there are any other problems relating to water supply, hot or cold, or to gas or electricity, please refer further to those items in the User Guide on pages 2-4.

## On Departure

### Do not turn off any switches on any distribution boards

1. Clean all fridges used and also the freezer if it was used. Do not leave food in them or in the Rat Proof Room or kitchen.
2. Turn off the fridges, but not the freezer, and leave the doors open.
3. Return all cooking utensils, cutlery, plates, cups and glasses to the racks and benches in the kitchen.
4. Put all chairs and tables into the storage area of the communal building.
5. Clean up around the field station, including cleaning the kitchen, sweeping out the rooms and cleaning the ablutions block.
6. Turn off all the lights.
7. Make sure all fires are extinguished.
8. Lock all the buildings, close all the windows, and replace the key.
9. Take all garbage and recyclables to the bins near Dogwood Rd or put them in the skip if there is too much for the bins

Please note the following:

- In the event of a power failure, the main circuit breakers are at the eastern end of the dining area.
- Report any problems to Mr. Frank Hemmings, School of Biological, Earth and Environmental Sciences, UNSW. Tel. (02) 9385 3274 or 0404 293536; local assistance may be sought from the caretaker, Mr Jim Stack on 0488122996

## Appendix 1 SAFETY DOCUMENTS AND SIGN OFF SHEET

The safety of all users of the UNSW Smiths Lake Field Station is of great importance. All users of the field station need to be aware of the risks involved in staying at the station. To this end, there are several Safe Work Procedures which apply to general use of the station; these are attached here and are also displayed throughout the station in appropriate locations (kitchen and cookhouse SWPs are found in a folder in the kitchen).

Please read through the following documents carefully. At least one person from a group visiting the field station must complete (fill in name and date) and sign the sign-off sheet which pertains to these documents. By doing so, the person who signs off also indicates that they will be responsible for the training of others in their group in these procedures – this may be incorporated into a safety briefing.

Please print out the sign-off sheet, sign and either:

- Scan signed sheet and email to [f.hemmings@unsw.edu.au](mailto:f.hemmings@unsw.edu.au) OR
- Post sheet to:  
Frank Hemmings  
School of BEES  
University of New South Wales  
UNSW SYDNEY 2052 NSW  
AUSTRALIA

The sign-off sheet must be received no later than three working days before your arrival at the field station and completion of the form is mandatory. Failure to comply will result in being blocked from further use of the station.

**OHS026****Safe work procedure**

1. Completed by: Frank Hemmings

Staff/Student number: 9803841


**UNSW**  
 THE UNIVERSITY OF NEW SOUTH WALES

 The [Writing Safe Work Procedures Guideline \(OHS027\)](#) should be consulted to assist in the completion of this form

Faculty/Division: Science		School/Unit: BEES		
Document number SWP_FH130129_3	Initial Issue date 29/01/2013	Current version 1.0	Current Version Issue date 29/01/2013	Next review date 29/01/2014

**2.Safe work procedure title and basic description of activity**
**Title: SWP wood chopping and lighting fires at Smiths Lake**

1. **Description of activity:- Firewood is supplied in cut blocks in wood shed for purpose of cooking on bbq fires at UNSW Smiths Lake; this SWP covers the task of chopping wood and lighting such fires. Chopping or splitting of large pieces of wood into smaller pieces is necessary in order to light the fires for cooking food at the Smiths Lake field station. Note – wood is bought and delivered to the field station for our use. Wood is not to be collected from the surrounding National Park.**

**3.List Hazards and risk controls as per risk assessment**

Associated risk assessment number and location:	Hazards	Controls
RA_FH130125-1, copy with BEES Safety Officer, copy with Frank Hemmings in room 424, Copy displayed at UNSW Smiths Lake Field Station and included with UNSW Smiths Lake Field Station User Guide	Manual Handling – muscle, ligament, strain injuries, back injuries Bites and stings – invertebrates Bites and stings – vertebrates (snakes) Sharp blades - Cut/crush injuries to limbs of wood chopper or onlookers Manual handling of axe - muscle, ligament, strain injuries, back injuries Splinters wood chips – piercing injuries Manual Handling of hatchet - muscle, ligament, strain injuries, back injuries Naked flame, heat – burns, singes and blisters Smoke inhalation Bushfire	<ul style="list-style-type: none"> <li>• Instruction in safe lifting techniques - When moving wood pieces always follow manual handling guidelines – lift from the legs not the back</li> <li>• Be observant when collecting fire wood from the wood shed or tinder – make sure no spiders are present on pieces of wood/tinder when these are collected.</li> <li>• Wear protective clothing , covered footwear, gloves and insect repellent</li> <li>• Make sure no snakes are present in the wood shed.</li> <li>• Step away from snakes</li> <li>• Ensure adequate lighting to look for animals</li> <li>• In the event of snake bite first aid kit with pressure bandage present in lab. Pressure bandage to be applied to bitten area and affected person to be immobilised as far as possible. Call for assistance as soon as possible if bitten</li> <li>• Keep blade sharp – if blade dull, harder to chop wood, more effort required, more likely to lose control of axe/hatchet.</li> <li>• Onlookers to stand well clear of chopper</li> <li>• Wood chopper to always use two hands on axe/hatchet handle. One about mid way the other towards the end. Will provide for more control of the motion of the axe</li> <li>• Wear safety boots when chopping wood – never wear thongs</li> <li>• Wood chopper should only swing from shoulder height or below. Not above head height – will cause loss of control of axe and muscle strain injuries and back injuries</li> <li>• PPE – use leather gloves and wear safety goggles</li> <li>• Use minimum force when splitting wood</li> <li>• Use hatchet to divide the larger pieces of kindling; only smaller pieces can be broken with hands or by propping on an angle on the ground and using foot.</li> <li>• Use long matches and/or tongs to maintain safe distance from fire when lighting</li> <li>• Tie back long hair and loose overhanging clothing</li> <li>• Long clothing can protect form heat but highly flammable clothing should not be worn when cooking near open flame</li> <li>• Be careful when lighting fire – have fire blanket and fire extinguisher close by.</li> <li>• Keep out of smoke; move away from direction in which smoke travels</li> <li>• Avoid smoke inhalation</li> <li>• Move away from fire if required.</li> <li>• Wash eyes/face with water if affected by smoke</li> <li>• Do not light fire when fire ban is present but cook inside on gas instead</li> <li>• Keep area around fire clear of combustible material (c. 2 metres)</li> </ul>

**4.List resources required including personal protective clothing, chemicals and equipment needed**

**Protective footwear, gloves, safety goggles, axe, hatchet, insect repellent (protective footwear, axe, hatchet and insect repellent not provided at Smiths Lake – users must provide their own)**

**5. List step by step instructions or order for undertaking the task**

1. Collect fire wood from wood shed
    - a. Use adequate lighting to inspect wood pile from a safe distance for signs of snakes and spiders.
    - b. Put on your gloves
    - c. Select log and take to chopping block
  2. Keep blade sharp – if blade dull, harder to chop wood, more effort required, more likely to lose control of axe/hatchet.
  3. Onlookers to stand well clear of chopper
  4. Wood chopper to always use two hands on axe/hatchet handle. One about mid way the other towards the end. Will provide for more control of the motion of the axe
  5. Wear safety boots when chopping wood – never wear thongs
  6. Wood chopper should only swing from shoulder height or below. Not above head height – will cause loss of control of axe and muscle strain injuries and back injuries
  7. PPE – use leather gloves and wear safety goggles
  8. Use minimum force when splitting wood
  9. Use hatchet to divide the larger pieces of kindling; only smaller pieces can be broken with hands or by propping on an angle on the ground and using foot.
- 
1. Kindling Collection - only collect kindling from the grounds of the field station. Do not go into the adjacent National Park to collect kindling. Kindling is often broken down into smaller pieces to be put on the fire
  2. Kindling processing into smaller pieces – use hatchet for pieces too large to break by hand.
- 
1. Lighting fires in BBQ pits – fires should not be lit during fire bans.
  2. Tie back long hair and loose overhanging clothing
  3. Long clothing can protect form heat but highly flammable clothing should not be worn when cooking near open flame
  4. Be careful when lighting fire – have fire blanket and fire extinguisher close by.
  5. Keep out of smoke; move away from direction in which smoke travels
  6. Avoid smoke inhalation
  7. Move away from fire if required.
  8. Wash eyes/face with water if affected by smoke
  9. Do not light fire when fire ban is present but cook inside on gas instead
  10. Keep area around fire clear of combustible material (c. 2 metres)
  11. Ensure fire is fully out before leaving it unattended or retiring for the night

**6. List emergency shutdown procedures**

NA

**7. List Emergency procedures for how to deal with fires, spills or exposure to hazardous substances**

In the event of fire, fire extinguishers and fire blankets are located throughout the station including next to the bbq pits, first aid kit located in laboratory./

**8. List Clean up and waste disposal requirements**

NA

**9. List legislation used in the development of this SWP**

Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, [OHS406 Fieldwork Guidelines](#), [OHS432 Manual Handling Guide](#), [OHS706 Guide to Safe Manual Handling](#)

**10a. List competency required – qualifications, certificates, licensing, training - e.g. course or instruction:**

Instruction through SWP signage and via UNSW Smiths Lake Field Station User Guide.

**10b. List competency of Assessor**

Inducted by previous UNSW Field Station Manager

**11. Supervisory approval, And review**

Supervisor:

Signature:

Responsibility for SWP review: Frank Hemmings

Date of review: 29/01/2014

**OHS026****Safe work procedure**

1. Completed by: Frank Hemmings

Staff/Student number: 9803841

**UNSW**  
THE UNIVERSITY OF NEW SOUTH WALESThe [Writing Safe Work Procedures Guideline \(OHS027\)](#) should be consulted to assist in the completion of this form

Faculty/Division: Science		School/Unit: BEES		
Document number SWP_FH130129_2	Initial Issue date 29/01/2013	Current version 1.0	Current Version Issue date 29/01/2013	Next review date 29/01/2014

**2.Safe work procedure title and basic description of activity****Title: SWP furniture moving at Smiths Lake****Description of activity:- Moving furniture at UNSW Smiths Lake.****3.List Hazards and risk controls as per risk assessment**

<b>Associated risk assessment number and location:</b>	<b>Hazards</b>	<b>Controls</b>
RA_FH130125-3, copy with BEES Safety Officer, copy with Frank Hemmings in room 424, Copy displayed in each pump house at UNSW Smiths Lake Field Station	Manual Handling – strain and over reaching injuries  Crush injuries  Cuts from sharp edges	<ul style="list-style-type: none"> <li>• Instruction in safe lifting techniques</li> <li>• Always use correct lifting techniques, bending at knees when lifting low objects and standing close to objects to avoid straining</li> <li>• Sharing load with more than one person where necessary</li> <li>• Be careful when lifting to place hands in safe position so as to avoid crushing when object is lowered</li> <li>• Wear covered footwear to minimise risk of dropping objects onto feet</li> <li>• Use gloves where necessary (such as for rough or sharp edges or where pinching is a risk)</li> <li>• Inspect furniture for damage and repair as required or remove rough or sharp edges.</li> <li>• Do not sit on stacked chairs</li> <li>• Do not sit on tables</li> <li>• Do not carry stacks of chairs alone</li> </ul>

**4.List resources required including personal protective clothing, chemicals and equipment needed**

- Covered footwear, gloves as necessary (such as for rough or sharp edges or where pinching is a risk)

**5.List step by step instructions or order for undertaking the task**

Tables and chairs stored in enclosed section of communal area which are put out on arrival by each user/group for use and returned prior to each user's/group's departure.

- Check items prior to moving for obvious signs of damage and for rough, sharp or pinch point hazards.
- Mark damaged items to prevent use and notify Frank Hemmings ASAP on 9385 3274.
- Keep lifting to as light as possible by using more frequent carrying of single items rather than fewer trips of stacked items.
- Seek help to team lift awkward, bulky or heavy items.
- Test the weight prior to lifting an item.
- To unfold tables
  - Place the table face down on a flat surface
  - Unfold the legs from the base
  - Slide the joint locks over the joints
  - Turn table upright and only use on a stable surface

- To store tables – use the reverse of the above procedure
  - Always ensure the legs are firmly secured against the underside of the table prior to storage
- Do not exceed the safe working load of the table (400kg)
- Do not sit on the table as damage to table legs may occur

### 6. List emergency shutdown procedures

NA

### 7. List Emergency procedures for how to deal with fires, spills or exposure to hazardous substances

In the event of fire, fire extinguishers and fire blankets are located throughout the station

### 8. List Clean up and waste disposal requirements

NA

### 9. List legislation used in the development of this SWP

Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, [OHS406 Fieldwork Guidelines](#); [OHS432 Manual Handling Guide](#), [OHS706 Guide to Safe Manual Handling](#)

### 10a. List competency required – qualifications, certificates, licensing, training - e.g. course or instruction:

Instruction through SWP signage and via UNSW Smiths Lake Field Station User Guide.

### 10b. List competency of Assessor

Inducted by previous UNSW Field Station Manager

### 11. Supervisory approval, And review

Supervisor:

Signature:

Responsibility for SWP review: Frank Hemmings

Date of review: 29/01/2014

**OHS026**

**Safe work procedure**

1. Completed by: Frank Hemmings

Staff/Student number: 9803841



**UNSW**  
THE UNIVERSITY OF NEW SOUTH WALES

The [Writing Safe Work Procedures Guideline \(OHS027\)](#) should be consulted to assist in the completion of this form

Faculty/Division: Science		School/Unit: BEES		
Document number SWP_FH130129_4	Initial Issue date 29/01/2013	Current version 1.0	Current Version Issue date 29/01/2013	Next review date 29/01/2014

### 2. Safe work procedure title and basic description of activity

**Title: SWP refrigerators and freezers at Smiths Lake**

**Description of activity:- Use of refrigerators and freezers at UNSW Smiths Lake.**

### 3. List Hazards and risk controls as per risk assessment

Associated risk assessment number and location:	Hazards	Controls
RA_FH130125-2, copy with BEES Safety Officer, copy with Frank Hemmings in room 424, Copy displayed at UNSW Smiths Lake Field Station and included with UNSW Smiths Lake Field Station User Guide	Electrical shock Manual handling – strain and overuse injuries	<ul style="list-style-type: none"> <li>• All equipment is tagged and tested and up to date</li> <li>• Training in manual handling</li> <li>• Always use correct lifting techniques, bending at knees when using lower shelves and standing close to equipment to avoid straining</li> <li>• Use of trolleys and other equipment to minimize lifting</li> <li>• Sharing load with more than one person where necessary</li> </ul>

#### 4. List resources required including personal protective clothing, chemicals and equipment needed

NA

#### 5. List step by step instructions or order for undertaking the task

2. Inspect power outlet and cords for any obvious signs of damage
  - a. If damaged, do not use, report fault to Frank Hemmings (Manager) on 02 9385 3274 or 0404 293536
3. Turn on refrigerator or freezer at power outlet where necessary
4. Place objects in refrigerator or freezer
5. Remove objects from refrigerator or freezer
6. Turn off refrigerator (DO NOT TURN OFF CHEST FREEZER) at power outlet where necessary
  - a. Check for damage to cords and report to Frank if necessary.
7. Clean refrigerator and leave door ajar.

#### 6. List emergency shutdown procedures

Shut down at power outlet or at circuit board

#### 7. List Emergency procedures for how to deal with fires, spills or exposure to hazardous substances

In the event of fire, fire extinguishers and fire blankets are located throughout the station

#### 8. List Clean up and waste disposal requirements

Do not use harsh chemicals to clean the appliances. Mild soap/detergent and water only. Residues may be disposed of down the sinks or onto grass as appropriate (no solids down sink)

#### 9. List legislation used in the development of this SWP

Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, [OHS406 Fieldwork Guidelines](#), [OHS432 Manual Handling Guide](#), [OHS706 Guide to Safe Manual Handling](#), [AS 4555-2002 \(AG 105-2002\) Domestic gas Refrigerators](#), [AS 4555-2002 \(AG 105-2002\) amdt 1-2011](#)

#### 10a. List competency required – qualifications, certificates, licensing, training - e.g. course or instruction:

Instruction through SWP, signage and via UNSW Smiths Lake Field Station User Guide.

#### 10b. List competency of Assessor

Inducted by previous UNSW Field Station Manager

#### 11. Supervisory approval, And review

Supervisor:

Signature:

Responsibility for SWP review: Frank Hemmings

Date of review: 29/01/2014

**OHS026**

### Safe work procedure

1. Completed by: Frank Hemmings

Staff/Student number: 9803841



**UNSW**  
THE UNIVERSITY OF NEW SOUTH WALES

The [Writing Safe Work Procedures Guideline \(OHS027\)](#) should be consulted to assist in the completion of this form

Faculty/Division: Science		School/Unit: BEES		
Document number SWP_FH130129_8	Initial Issue date 29/01/2013	Current version 1.0	Current Version Issue date 29/01/2013	Next review date 29/01/2014

#### 2. Safe work procedure title and basic description of activity

**Title: SWP Use of gas cooker at Smiths Lake**

**Description of activity:- Use of LUUS gas range CRO-4B3P at UNSW Smiths Lake**

#### 3. List Hazards and risk controls as per risk assessment

Associated risk assessment number and location:	Hazards	Controls
RA_FH130125-2, copy with BEES Safety Officer, copy with Frank Hemmings in room 424, Copy displayed at UNSW Smiths Lake Field Station and included with UNSW Smiths Lake Field Station User Guide	Manual handling – strain and overuse injuries  Naked flame, heat – burns, singes, blisters	<ul style="list-style-type: none"> <li>• When moving items such as ingredients and utensils always follow manual handling guidelines – lift from the legs not the back, bending knees. Hold items close to body.</li> <li>• Before lighting, smell the appliance area for gas. Be sure to smell next to the floor because gas is heavier than air and will settle on the floor.</li> <li>• If you smell gas, DO NOT LIGHT ANY APPLIANCES OR TOUCH ANY ELECTRICAL SWITCHES OR USE ANY PHOEN IN THE BUILDING. IMMEDIATELY CALL A PLUMBER/GAS FITTER OR THE STATION MANAGER AND FOLLOW THEIR INSTRUCTIONS.</li> <li>• Use long matches and/or tongs to maintain safe distance when lighting</li> <li>• Tie back long hair and loose overhanging clothing</li> <li>• Long clothing can protect form heat but highly flammable clothing should not be worn when cooking near open flame</li> <li>• When lighting gas outdoor gas burners or range, be aware of gas cut-off valve (in case of oven/cook top, valve is at floor level at base back of unit)</li> <li>• Do not allow the gas to run while you light the match otherwise fumes will build up – light the match first then turn the gas on to light the cook top or burners.</li> <li>• When lighting oven or griddle, be aware that if pilot goes out it has a reset time of approximately 5 minutes – any attempt to relight during that time will not work</li> <li>• Use only your hand to push in or turn the gas control knob. Never use tools. If the knob will not push in or turn by hand, do not try to repair it. Call the plumber/gas fitter or station manager. Force or attempted repair may result in a fire or explosion.</li> <li>• Keep an eye on gas when cooking to ensure flame(s) do not intentionally go out on cook top or burners</li> <li>• For oven, main flame will intermittently turn on and off but pilot light should be on if main flame is out.</li> <li>• If there is a gas smell, check the burners/cook top/oven.</li> <li>• When turning off outdoor gas burners, always switch off at the shut of valve first before switching off at individual burner valves to prevent gas build up.</li> <li>• Use oven mitts/gloves for handling hot pots/pans and utensils</li> <li>• Follow SWP provided</li> <li>•</li> </ul>

#### 4. List resources required including personal protective clothing, chemicals and equipment needed

Long clothing of non-flammable fabric, oven mitts/gloves for handling hot items

#### 5. List step by step instructions or order for undertaking the task

##### 8. Open gas cut off valve if necessary

##### 9. Lighting oven

- a. Ensure that you have read the safety information before proceeding
- b. Set the oven thermostat control knob to "OFF" (0 degrees). The Thermostat is located at the top left corner above the oven doors.
- c. Open the oven door, depress and hold the Pilot button.
- d. Light the Pilot burner located inside the bottom of the oven, at the front left of the burner.
- e. When lit, continue holding the Pilot down for 15 seconds before releasing it.
- f. Pilot should remain lit. If not, wait 5 minutes and repeat from step 3. If the Pilot will not stay lit after several attempts, release the Pilot button and contact your service technician or the Manufacturer.
- g. Set the oven thermostat to the desired temperature, 0 to 340 degrees, by turning the knob clockwise or anti-clockwise respectively.
  - a. To turn the oven OFF, turn the thermostat clockwise to "0 degrees".
  - b. Press the Pilot OFF button to shut the pilot off.

##### 10. Lighting the open top burners (hotplates)

- a. Ensure that you have read the safety information before proceeding.
- b. Locate the FRONT or REAR control knob corresponding to the Open burner required.
- c. Turn the knob anti-clockwise completely and manually light the burner.
- d. Set the burner at the desired flame by turning the knob clockwise or anti-clockwise to HIGH or LOW flame.
- e. To turn the burner off, depress and turn the knob clockwise fully.

##### 11. Lighting the griddle

- a. Ensure you read the safety information before proceeding.
- b. Locate the GRIDDLE control knob corresponding to the griddle.
- c. Depress the knob slightly and turn to PILOT position.
- d. Push the knob in and hold. Immediately light the Pilot burner, located through the open cut hole beside the corresponding knob. Continue holding down the knob for 10 seconds after the pilot is lit before releasing the knob.



- e. Pilot burner should remain lit. If it goes out, repeat from step 3.
- f. Set the burner at the desired flame by turning the knob clockwise or anti-clockwise to HIGH or LOW flame.
- g. To turn the burner off, depress and turn the knob clockwise fully.

### 6. List emergency shutdown procedures

Shut off at gas shut off switch at base of oven, or if unsafe to do so, at main gas supply cylinder outside kitchen.

### 7. List Emergency procedures for how to deal with fires, spills or exposure to hazardous substances

In the event of fire, fire extinguishers and fire blankets are located throughout the station

### 8. List Clean up and waste disposal requirements

NA

### 9. List legislation used in the development of this SWP

Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, [OHS406 Fieldwork Guidelines](#), [OHS432 Manual Handling Guide](#), [OHS706 Guide to Safe Manual Handling](#),

### 10a. List competency required – qualifications, certificates, licensing, training - e.g. course or instruction:

Instruction through SWP signage and via UNSW Smiths Lake Field Station User Guide.

### 10b. List competency of Assessor

Inducted by previous UNSW Field Station Manager

### 11. Supervisory approval, And review

Supervisor:

Signature:

Responsibility for SWP review: Frank Hemmings

Date of review: 29/01/2014

**OHS026**

## Safe work procedure

1. Completed by: Frank Hemmings

Staff/Student number: 9803841



**UNSW**  
THE UNIVERSITY OF NEW SOUTH WALES

The [Writing Safe Work Procedures Guideline \(OHS027\)](#) should be consulted to assist in the completion of this form

Faculty/Division: Science		School/Unit: BEES		
Document number SWP_FH130129_7	Initial Issue date 29/01/2013	Current version 1.1	Current Version Issue date 28/03/2013	Next review date 29/01/2014

### 2. Safe work procedure title and basic description of activity

**Title: SWP Use of microwave oven**

**Description of activity:- Use of microwave oven at UNSW Smiths Lake**

### 3. List Hazards and risk controls as per risk assessment

Associated risk assessment number and location:	Hazards	Controls
RA_FH130125-2, copy with BEES Safety Officer, copy with Frank Hemmings in room 424, Copy displayed at UNSW Smiths Lake Field Station and included with UNSW Smiths Lake Field Station User Guide	Electrical shock Manual handling – strain and overuse injuries  Hot surfaces, steam – burns, singes, blisters	<ul style="list-style-type: none"> <li>• Microwave oven is tagged and tested and up to date</li> <li>• When moving items such as ingredients and utensils always follow manual handling guidelines – lift from the legs not the back, bending knees. Hold items close to body.</li> <li>• Use of equipment according to SWP</li> <li>• Do not place metal or foil objects in microwave as these can cause arcing and eventually fire</li> <li>• Follow any cooking instructions provided.</li> <li>• Use oven mitts to handle hot containers or items</li> <li>• Be aware that containers will release hot steam when opened – do not overheat items in the microwave</li> </ul>

### 4. List resources required including personal protective clothing, chemicals and equipment needed

**Long clothing of non-flammable fabric, oven mitts/gloves for handling hot items**

**5. List step by step instructions or order for undertaking the task**

12. Turn microwave oven on if necessary
13. Place desired items into microwave oven and set time and power level or other cooking setting
14. Press start
15. Remove item from microwave when cooking is finished, paying attention to the fact that items may be very hot
16. Wipe down inside of microwave with a damp cloth/sponge when cool.

**6. List emergency shutdown procedures**

Shut off at power outlet or power board if necessary

**7. List Emergency procedures for how to deal with fires, spills or exposure to hazardous substances**

In the event of fire, fire extinguishers and fire blankets are located throughout the station

**8. List Clean up and waste disposal requirements**

NA

**9. List legislation used in the development of this SWP**

Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, [OHS406 Fieldwork Guidelines](#), [OHS432 Manual Handling Guide](#), [OHS706 Guide to Safe Manual Handling](#), Standards relating to microwave ovens – ([AS/NZS 3350.2.6:2006](#), [AS/NZS 3350.2.6:2006/Amdt 1:2008](#), [AS/NZS 60335.2.25:2002](#), [AS/NZS 60335.2.25:2002/Amdt 1:2005](#), [AS/NZS 20335.2.25:2011 \(IEC TEXT\)](#), [AS/NZS 60335.2.25:2002/Amdt 2:2006](#), [AS/NZS 60335.2.25/Amdt 3:2006](#), )

**10a. List competency required – qualifications, certificates, licensing, training - e.g. course or instruction:**

Instruction through SWP signage and via UNSW Smiths Lake Field Station User Guide.

**10b. List competency of Assessor**

Inducted by previous UNSW Field Station Manager

**11. Supervisory approval, And review**

**Supervisor:**

**Signature:**

Responsibility for SWP review: Frank Hemmings

Date of review: 29/01/2014

**OHS026**

**Safe work procedure**

1. Completed by: Frank Hemmings

Staff/Student number: 9803841



**UNSW**  
THE UNIVERSITY OF NEW SOUTH WALES

The [Writing Safe Work Procedures Guideline \(OHS027\)](#) should be consulted to assist in the completion of this form

Faculty/Division: Science		School/Unit: BEES		
Document number SWP_FH130129_5	Initial Issue date 29/01/2013	Current version 1.0	Current Version Issue date 29/01/2013	Next review date 29/01/2014

**2. Safe work procedure title and basic description of activity**

**Title:** SWP use of outdoor gas burners at Smiths Lake

**Description of activity:-** Use of outdoor gas burners at UNSW Smiths Lake – 2 large individual hotplate and 3 smaller joined hotplate burners are permanently fitted in the outdoor cook house at UNSW Smiths Lake

**3. List Hazards and risk controls as per risk assessment**

Associated risk assessment number and location:	Hazards	Controls
RA_FH130125-2, copy with BEES Safety Officer, copy with Frank	Manual handling – strain and overuse injuries  Naked flame, heat – burns, singes,	<ul style="list-style-type: none"> <li>• When moving items such as ingredients and utensils always follow manual handling guidelines – lift from the legs not the back, bending knees.</li> <li>• Hold items close to body.</li> <li>• Use 2 people if item is heavy</li> <li>• Before lighting, smell the appliance area for gas.</li> <li>• For gas cooker inside kitchen, be sure to smell next to the floor because gas is</li> </ul>

<p>Hemmings in room 424, Copy displayed at UNSW Smiths Lake Field Station and included with UNSW Smiths Lake Field Station User Guide</p>	<p>blisters</p>	<p>heavier than air and will settle on the floor. If you smell gas, DO NOT LIGHT ANY APPLIANCES OR TOUCH ANY ELECTRICAL SWITCHES OR USE ANY PHOEN IN THE BUILDING. IMMEDIATELY CALL A PLUMBER/GAS FITTER OR THE STATION MANAGER AND FOLLOW THEIR INSTRUCTIONS.</p> <ul style="list-style-type: none"> <li>• For outdoor burners, inspect gas burners and line before use and check to see that taps work correctly. If there is no obvious problem but still strong gas smell turn off gas taps, turn off at cut off valves and call for the plumber/gas repairer)</li> <li>• Use long matches and/or tongs to maintain safe distance when lighting</li> <li>• Tie back long hair and loose overhanging clothing</li> <li>• Long clothing can protect form heat but highly flammable clothing should not be worn when cooking near open flame</li> <li>• When lighting gas outdoor gas burners be aware of gas cut-off valve at front of unit</li> <li>• Do not allow the gas to run while you light the match otherwise fumes will build up – light the match first then turn the gas on to light the cook top or burners.</li> <li>• Keep an eye on gas when cooking to ensure flame(s) do not intentionally go out on cook top or burners</li> <li>• For oven, main flame will intermittently turn on and off but pilot light should be on if main flame is out.</li> <li>• When turning off outdoor gas burners, always switch off at the shut of valve first before switching off at individual burner valves to prevent gas build up.</li> <li>• Use oven mitts/gloves for handling hot pots/pans and utensils</li> </ul>
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**4. List resources required including personal protective clothing, chemicals and equipment needed**

**Long clothing of non-flammable fabric, oven mitts/gloves for handling hot items**

**5. List step by step instructions or order for undertaking the task**

- 17. Ensure gas cut-off valve is open
- 18. Strike match
- 19. Turn on desired burner at individual tap and light with match
- 20. Place desired cooking vessel/item on burner
- 21. When cooking is done, turn off at cut off valve
- 22. Turn off at individual burner after allowing flame to die out.

**6. List emergency shutdown procedures**

Shut off at gas cut of valve on front of burner or, if unsafe to do so, at main gas cylinder outside kitchen.

**7. List Emergency procedures for how to deal with fires, spills or exposure to hazardous substances**

In the event of fire, fire extinguishers and fire blankets are located throughout the station including in the cookhouse

**8. List Clean up and waste disposal requirements**

NA

**9. List legislation used in the development of this SWP**

Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, [OHS406 Fieldwork Guidelines](#), [OHS432 Manual Handling Guide](#), [OHS706 Guide to Safe Manual Handling](#), [AS/NZS 60335.2.6:2008](#), [AS/NZS 60335.2.6:2008/Amdt 1:2008](#), [AS/NZS 60335.2.6:2008/Amdt 2:2009](#), [AS/NZS 60335.2.6:2008?Amdt 3:2010](#), [AS/NZS 60335.2.6:2008/Amdt 4:2011](#)

**10a. List competency required – qualifications, certificates, licensing, training - e.g. course or instruction:**

Instruction through SWP signage and via UNSW Smiths Lake Field Station User Guide.

**10b. List competency of Assessor**

Inducted by previous UNSW Field Station Manager

**11. Supervisory approval, And review**

<p><b>Supervisor:</b></p>	<p><b>Signature:</b></p>
<p><b>Responsibility for SWP review: Frank Hemmings</b></p>	<p><b>Date of review: 29/01/2014</b></p>

**OHS026**  
**Safe work procedure**

1. Completed by: Frank Hemmings  
Staff/Student number: 9803841



The [Writing Safe Work Procedures Guideline \(OHS027\)](#) should be consulted to assist in the completion of this form

Faculty/Division: Science		School/Unit: BEES		
Document number SWP_FH130129_6	Initial Issue date 29/01/2013	Current version 1.0	Current Version Issue date 29/01/2013	Next review date 29/01/2014

## 2.Safe work procedure title and basic description of activity

**Title:** SWP use of urn

**Description of activity:-** Use of urn at UNSW Smiths Lake

## 3.List Hazards and risk controls as per risk assessment

Associated risk assessment number and location:	Hazards	Controls
RA_FH130125-2, copy with BEES Safety Officer, copy with Frank Hemmings in room 424, Copy displayed at UNSW Smiths Lake Field Station and included with UNSW Smiths Lake Field Station User Guide	<p>Manual handling – strain and overuse injuries</p> <p>Electrical shock</p> <p>Hot metal, steam – burns, singes, blisters</p>	<ul style="list-style-type: none"> <li>When filling urn, place urn in desired location and use pots or other receptacles to fill rather than fill urn directly itself as it is large and can be heavy</li> <li>Do not over fill pots/receptacles</li> <li>Always follow manual handling guidelines – lift from the legs not the back, bending knees. Hold items close to body.</li> <li>Use 2 people if item is particularly heavy</li> <li>Urn tagged and tested and up to date</li> <li>Do not move urn when full of water or hot.</li> <li>Be aware that urn when urn is in use it will be hot – do not touch surface of urn</li> <li>Check water level through exterior gauge rather than opening lid so as to avoid steam burns</li> <li>Be careful if lifting lid to top up on water – wear long sleeved clothing to minimise any chance of steam burns.</li> </ul>

## 4.List resources required including personal protective clothing, chemicals and equipment needed

Long clothing of non-flammable fabric, oven mitts/gloves for handling hot items

## 5.List step by step instructions or order for undertaking the task

23. Place urn in desired location
24. Fill receptacle with water and carry to urn to fill urn up; use multiple refills if necessary rather than overfilling receptacle
25. Switch urn on
26. Switch urn off when no longer required.
27. Drain any excess water through tap and do not put urn away until cool

## 6.List emergency shutdown procedures

Shut off at power outlet or power board if necessary

## 7.List Emergency procedures for how to deal with fires, spills or exposure to hazardous substances

In the event of fire, fire extinguishers and fire blankets are located throughout the station

## 8.List Clean up and waste disposal requirements

NA

## 9.List legislation used in the development of this SWP

Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, [OHS406 Fieldwork Guidelines](#), [OHS432 Manual Handling Guide](#), [OHS706 Guide to Safe Manual Handling](#),

## 10a.List competency required – qualifications, certificates, licensing, training - e.g. course or instruction:

Instruction through SWP signage and via UNSW Smiths Lake Field Station User Guide.

## 10b. List competency of Assessor

Inducted by previous UNSW Field Station Manager

## 11.Supervisory approval, And review

**Supervisor:**

**Signature:**

Responsibility for SWP review: Frank Hemmings

Date of review: 29/01/2014

## 12.SWP Sign off sheet

**SWP name and version:**

**SWP chopping wood, kindling collection and lighting fires SWP\_FH130129\_3 1.0,**

**SWP use of urn SWP\_FH130129\_6 1.0,**

**SWP furniture moving at Smiths Lake SWP\_FH130129\_2 1.0,**

**SWP refrigerators and freezers at Smiths Lake SWP\_FH130129\_4 1.0**

**SWP use of gas cooker at Smiths Lake, SWP\_FH130129\_8 1.0**

**SWP use of microwave oven, SWP\_FH130129\_7 1.0**

**SWP use of outdoor gas burners at Smiths Lake SWP\_FH130129\_5 1.0**

In signing this section the assessor/ authoriser agrees that the following persons are competent in following this SWP, and the following persons agree that, if they are acting as a representative of a larger group, they are responsible to provide will provide adequate briefing of the above Safe Work Procedures to any others within such a group

Name	Signature	Date Competent	Name of Assessor/Authoriser	Assessor/Authoriser signature