

# UNSW SMITHS LAKE FIELD STATION USER GUIDE

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## 1. ESSENTIAL INFORMAITON

### 1.1 EMERGENCY CONTACTS

#### Emergency Services

ph 000

#### UNSW Security

9385 6666

#### Caretaker

##### Jim Stack

Dogwood Rd, Bungwahl

0488 122 996

#### Electrician

##### Rob Oxford (RDO Electricals)

6 Macwood Rd, Smiths Lake

#### Forster Police

Lake St (cnr of West St), Forster

6555 1299

6555 1203

#### NSW Rural Fire Service

##### Bush Fire Information Line

1800 679 737

#### Plumber

##### Jeff McCarthy

0419 484 273

### 1.2 Access

A general use key set is available in the distribution board between the drinking water tanks at the end of SL1. One key opens general access rooms and the others open the storage area, window locks for SL1 etc. Most users would require the general key set. It does not open the boatshed, the storage building or the NPWS dormitory. For groups with OEH approval to use the OEH dorm (SL3), there is a key in a key safe in the rat proof room, next to the door. The code is available to approved users from the field station manager. For UNSW groups requiring access to other restricted rooms, there is a key available from the field station manager.

### 1.3 Instructions for arrival and departure

#### 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 freezers are still turned on.
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 4-6.

## 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. Make sure all items were where you found them
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 in their appropriate areas and lock the roller door.
5. Clean up around the field station, including cleaning the kitchen, sweeping out the rooms and cleaning the ablutions block including ensuring all toilet seat lids are closed.
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

## 2. Location and directions

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. 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: do not turn left into Dogwood Rd.

## 3. BUILDINGS & CAPACITY

The field station can cater for a maximum of 56 people with the general admission dorms, and an extra 24 beds in the restricted OEH dorm. Although camping is permitted (except in certain areas at risk of falling tree branches) the carrying capacity of the station is capped to 80 and groups in excess of this size will not be booked.

The buildings of the station comprise the following:

- Two general admission dormitory blocks (SL7 & SL9) with 56 beds in double bunks. SL7 has 4 rooms of 6 beds (SL9) has one room of 12 beds and 2 rooms of 10 beds.
- One restricted dormitory (SL3) of 8 rooms of 3 beds (OEH, UNSW and other universities with prior approval and no undergraduate student use allowed);
- One ablutions block (SL2) – 3 showers (hot/cold water), 3 toilets and 3 basins in each of the male and female sections;
- One lab/kitchen building (SL1) with three rooms. Kitchen has 3 fridges, 1 food only freezer, 1 microwave oven and gas stove/oven. Lab has one non-food freezer, general use dissecting microscopes and cupboards, bench space and storage space. There is also a vermin-proof storeroom (The Rat Proof Room);
- One outdoor cookhouse (SL5) with open sides, with 2 wood barbeques, 5 gas rings and 2 double sinks with hot/cold water;
- One covered outdoor learning area (SL6) with open sides which also functions as a mess hall, and a storage room at one end with chairs, tables, and 1 refrigerator;
- One two-room storage building (SL8 - restricted access);
- One boatshed (SL4 - restricted access).
- A woodshed near SL5 (general access) and 3 pump sheds (restricted access).

## 4. SERVICES

### 4.1 Water

It is important to conserve water. All our drinking water, kitchen water and (except in very rare circumstances) our ablutions comes from our rainwater tanks. While we have a large storage capacity, it is still a limited supply and wasteful use of water soon drains it, 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. Please check the water level on the gauge on the window sill in the lab on departure and inform the field station manager and fill in the sheet with the details.

**Drinking and cooking water.** All of our rainwater tanks are connected in a reticulated system and all taps supplying this, with the exception of those in the ablutions block (see below) are suitable for drinking and cooking. The tanks at the eastern end of the lab & rat proof room have taps fitted which allow gravity fed water. This is an important resource in the event of a power failure where the reticulated water is not available.

**Non-drinkable water (Ablutions Block SL2).** This water is supplied from three separate sources. The main source is the connected tank system as noted above, from either the large tank behind the block or, in most circumstances, from the other tanks. These tanks contain rainwater only. There is a small back-up tank for emergencies which contains creek water. **Do not drink water from the taps in the ablutions block** as there is a very low chance that this water could be contaminated with creek water although this supply is only connected in very rare circumstances.

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.

**If you have no hot water in the shower please make sure that you have turned the tap to the left (for hot water).**

**Water supply issues:** 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 (SL5) and there is a similar supply in each of the two rooms in the ablutions block (SL2). If there is no hot water (but there is cold water), check to see that the appropriate system is switched on and connected to gas and electrical supply. Refer also to gas below. If you experience difficulties with the water supply in the ablutions block or in any other areas, but the power is working, it may be necessary to swap the supply for the whole system from one pump shed to another, or for the ablutions block to be supplied by the tanks behind the ablutions block. To switch between the various water supplies, first contact the plumber, Geoff McCarthy, or the caretaker and follow his advice. Please also notify the field station manager.

#### 4.2. Gas/Firewood

**Gas.** Gas for cooking and hot water is supplied from two 500Kg gas tanks (one next to the kitchen (SL1) and one behind the ablutions block (SL2)). 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.

**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, please inform the caretaker. The firewood provided in the woodshed is for use in the cooking fires (provided that there are no fire bans) and for the slow combustion heater in the COLA (SL6). This is not for bonfires in the bonfire pit. Please note that you need to supply your own axe. Safety glasses and gloves are provided for chopping wood in a sealed container just inside the door of the woodshed. Please also refer to [SCI -BEES-SWP-5344 Chopping wood, collecting kindling and lighting fires](#) in the appendix.

#### 4.3 Electricity

The field station has only single-phase power to supply a large amount of electrically powered equipment and appliances. The main circuit breaker, along with several others, is located in the main distribution board (fuse box) at the eastern end of the COLA (SL6). All power supply switches are Residual Current Devices (RCD aka Safety Switches) in accordance with the WHS Regulation 2011 Clause 164.

If there is a power failure, either total or partial, the above distribution board is the first place to look in order to restore power. Other distribution boards are found at the eastern end of the lab/kitchen building (SL1), in the north-eastern room in the old dormitory block (SL7), at the western end of the far dormitory (SL9), the female section of the ablutions block (SL2) and in the OEH dormitory (SL3). The switches for the outdoor cookhouse (SL5) are on the board in SL7 and the boatshed is supplied by the main board (SL6).

If the power blackout is not caused by an overloaded circuit, then the problem probably lies somewhere outside the field station and you will 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 and to obtain drinking and cooking water from the gravity fed taps on the tanks adjacent to SL1. 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 there is a single 15-amp power point in the COLA (SL6) which is to be used for 15 amp appliances only. Currently the only 15 amp appliance at the station is one of the conveyer

toasters which lives in the rat proof room (SL1) and this should only be used at that outlet. Do not under any circumstances modify a 15-amp appliance so that it plugs into a 10-amp power point.

#### 4.4 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 plumber, Geoff McCarthy. If this number does not answer, inform the caretaker or 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. If the grease trap is overflowing, please immediately contact the plumber, Geoff McCarthy and await further instructions.

#### 4.5 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 composting kitchen waste.

#### 4.6 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. Please leave things where you found them. **If you feel the need to move crockery, cutlery, utensils, appliances etc, please move them back to their original locations before you leave.**

### 5 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 and cling wrap;
- Cooking oil, salt, pepper or other condiments;
- Dishwashing detergent and other cleaning products;
- Tea towels, sponges etc for cleaning dishes;

## **6 Cooking and food storage**

There are two wood barbeques and five gas rings in the cookhouse (SL5). In the lab/kitchen building (SL1) there are three fridges, one freezer, a gas stove/oven and a microwave oven. The kitchen is for food only - do not store bait or samples in the freezer or refrigerator in the kitchen - there is a freezer for this purpose in the lab. There is an extra refrigerator in the covered area of the COLA (SL6) which can be used for food only in addition to the kitchen refrigerators if required.

All cutlery, plates, mugs, and so on, are stored in the kitchen along with a large selection of cooking/food preparation utensils. There is also a food storage room, which is known as the “Rat Proof Room”. It is advisable to store 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. Please do not leave food behind in the Rat Proof Room or kitchen.

Please also refer to the safety documents in the appendix:

[SCI-BEES-SWP-5392 General use of Smiths Lake Field Station](#)

[SCI -BEES-SWP-5344 Chopping wood, collecting kindling and lighting fires](#)

## **7 Beds**

Beds are double bunks with wooden slats and foam mattresses. Visitors must supply pillows, sheets and blankets or sleeping bags. Please do not move the mattresses around or leave them outside.

## **8 Toilet paper and paper towel**

These are supplied by the field station and are kept in the Rat Proof Room (SL1). If the supply is low, please inform the field station manager.

## **9 Fire-fighting equipment**

Fire extinguishers are provided at various points around the field station, and there is a fire blanket in the kitchen. There are also several external taps, one near the cookhouse (SL5), at the ablutions block (SL2), at the boatshed tank (SL4) and at the pump shed on the lawn and hoses may be found in the ablutions block. In the event of a fire, please follow the emergency evacuation procedures and head to the evacuation area at the shore of the lake.

## 10 Tables and chairs

There are about 18 tables of various sizes at the field station. Some are collapsible and some are not. They are stored in the storage area in the communal building with the exception of two which stay at the cookhouse (SL5) and those which stay in the lab (SL1). Plastic chairs are also stored in this storage area. There are signs indicating where particular furniture items should be stored. Please adhere to this storage pattern and stack items in areas indicated for them - failure to do so may result in being charged an extra cleaning fee.

Please do not leave behind furniture items for storage for your own personal use at a later time, unless you have the express permission of the field station manager. Unauthorised items will be removed and disposed of. Please also refer to [SCI-BEES-SWP-5392 General use of Smiths Lake Field Station](#) in the appendix.

## 11 First aid kits and defibrillator

A first aid kit is kept in the lab in SL1; users are advised to bring their own supply of first aid items to supplement those at the station. There is also a defibrillator located in the lab which should only be administered by a qualified first aider.

## 12 Laboratory equipment

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. A selection of microscopes, together with lamps, is available in cupboards in the lab (SL1) and a freezer available for chemicals or samples (not food).

## 13 Sporting equipment (including canoes and paddleboards)

Table tennis equipment is available for use and is stored with the tables and chairs. 1 canoe and 2 paddleboards are available for general use. Please note that the canoe is heavy and cumbersome. Life vests must be worn when using the canoe and boards and these are found in the rat proof room. Please read and follow the safety precautions recommended in the SCI-BEES-RMF-11930 Use of unpowered watercraft in the appendix.

## 14 Boat shed and equipment in restricted storage areas (SL4 & SL8)

Four dinghies and five outboard motors are stored in the boatshed (SL4) with boating equipment, some fuel, sampling gear, and other general equipment. The boats and outboard engines are only available for use by members of the School of BEES. Similarly, a selection of equipment is available to BEES users in the restricted store rooms (SL8) - please contact the station manager if you have further enquiries

## 15 SAFETY

We are responsible for the health, safety and welfare of visitors to Smiths Lake. In addition to the following numbered points regarding what would be expected as the usual safety issues, there are three safety documents which must be read before travelling to Smiths Lake. **This is a mandatory condition of staying at the field station.** Users may do this in either two ways:

- **UNSW Staff and students** may access these documents by accessing Safesys, the University's safety management system. You can either open the hyperlinks or, if these don't work, log onto safesys and navigate to the documents by document number or title. You can

then read the documents on safesys and then declare as read by clicking the button at the bottom of the page.

OR

- **Visitors external to UNSW** must read the documents attached in the appendix and at least one member of each group (the group leader) must complete (fill in name and date) and sign the sign-off sheet which pertains to these documents and email to [smithslake@unsw.edu.au](mailto:smithslake@unsw.edu.au) . Others in the group in the group may sign but are not required to do so but their names should be either listed on the sign-off sheet or attached as a separate document. By signing this sheet, the group leader 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.

The fieldwork leader will discuss medical and security emergency procedures with participants upon arrival at the field station including introducing the First Aid trained personnel. The participants must provide the fieldwork leader with home contact/next of kin information (for UNSW, completion of the HS009 form). In the event of a medical or security emergency the fieldwork leader will make contact with both (UNSW Security and Field Station Manager) and with the home contact/next of kin.

Whilst undertaking field activities in the district around the field station the fieldwork leader will ensure all participants return safely to the field station. If anyone is missing all appropriate information will be gathered by the fieldwork leader and if required passed on to emergency service agencies listed above. No contact will be made with any media agency. If the media request information regarding an emergency situation at the field station the request must be directed to the UNSW Media Office (02) 9385 2864 for comment.

### 15.1 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 and 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.

### 15.2 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 and use the gloves supplied in the sealed container near the door.

### 15.3 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. The recommended treatment for ticks is to remove with Lyclear if small, or they can be frozen with wart remover if larger. Both of these can be found

in the first aid kit in the lab (SL1). If in doubt seek medical assistance from the nearest medical centre (see page 10).

#### **15.4 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.

#### **15.5 Water safety**

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 in the creek 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 and children should be supervised by an adult when in the lake.

#### **15.6 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 contact details, and emergency exits are indicated with exit lights.

Fire – ring 000 (NSW Rural Fire Service – Bush Fire Information Line ph. 1800 679 737 or [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au))

Weather (BoM <http://www.bom.gov.au/australia/meteeye/>)

Fire response and evacuation information will be discussed with participants upon arrival at the field station. The fieldwork leader will monitor all fire activity in the district and keep participants informed. Similarly, the fieldwork leader will make a daily weather check for local district and will modify/abandon activities to avoid lightning strikes or other potential weather-related hazards.

Medical - Ambulance (ring 000) & nearest hospital Bulahdelah Community Hospital (02) 4987 9900

Security – Police (ring 000) & local 24 hour station – Forster Police Station (02) 6555 1299

## 16 Emergency and other useful contacts:

### Emergency Services

ph 000

### UNSW Security

9385 6666

### Caretaker

#### Jim Stack

Dogwood Rd, Bungwahl

0488 122 996

### Medical

#### Forster Tuncurry Medical Centre

14 South St, Forster

6554 5331

#### Tuncurry Medical Centre

12 Beach St, Tuncurry

6554 5331

#### Taree Manning Base Hospital

26 York St Taree

6592 9111

#### NSW National Parks (OEH)

Myall Lakes National Park

The Ruins Campground

The Lakes Way, Pacific Palms

6591 0300

#### Essential Energy

13 20 80

#### Electrician

##### Rob Oxford (RDO Electricals)

6 Macwood Rd, Smiths Lake

##### Cliff Manners

6554 2215

0419 408 628

#### Forster Police

Lake St (cnr of West St), Forster

6555 1299

6555 1203

#### NSW Rural Fire Service

##### Bush Fire Information Line

1800 679 737

#### Wallis Lake Medical Centre

20 Wallis St, Forster

6554 7000

#### Bulahdelah Community Hospital

Richmond St, Bulahdelah

4997 4477

#### Plumber

##### Jeff McCarthy

0419 484 273

#### Elgas (gas supply)

131 161

24 hr emergency number 1800 819783

#### Steve Brack

0416 285 178

#### Locksmith

##### F&T Security Locksmiths

48 Mackintosh St, Forster

6555 6111

**Supplies**

**Bungwahl Store**

2600 The Lakes Way, Bungwahl  
4997 6132

**Smiths Lake News and Supa Mart**

Macwood Rd, Smiths Lake  
6554 0117

**Frothy Coffee Boat Shed**

1 Amaroo Drive, Smiths Lake  
6554 420

## Appendix 1 SAFETY DOCUMENTS AND SIGN OFF SHEET

We are responsible for the health, safety and welfare of visitors to Smiths Lake. In addition to the following numbered points regarding what would be expected as the usual safety issues, there are three safety documents which must be read before travelling to Smiths Lake (attached here and are also displayed throughout the station in appropriate locations). **This is a mandatory condition of staying at the field station.** Users may do this in either two ways:

- **UNSW Staff and students** may access these documents by accessing Safesys, the University's safety management system. You can either open the hyperlinks or, if these don't work, log onto safesys and navigate to the documents by document number or title. You can then read the documents on safesys and then declare as read by clicking the button at the bottom of the page. For class groups, One person from a group visiting the field station (the group leader) must do this and is responsible for the training of others in their group in these procedures – this may be incorporated into a safety briefing.

OR

- **Visitors external to UNSW** - One person from a group visiting the field station (the group leader) must complete (fill in name and date) and sign the sign-off sheet which pertains to these documents and email to [smithslake@unsw.edu.au](mailto:smithslake@unsw.edu.au). Others in the group in the group may sign but are not required to do so but their names should be either listed on the sign-off sheet or attached as a separate document. By signing this sheet, the group leader 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.

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 for non-UNSW visitors. Likewise UNSW visitors must read and declare as read these documents on Safesys no later than three days before arrival at the station and this is mandatory for UNSW visitors. Failure to comply will result in being blocked from further use of the station.

## Safe Work Procedure

### Document Details

Document Number	SCI-BEES-SWP-5392	Approval Date	21/11/2016
Title	General use of Smiths Lake Field Station	Approver	Penny McCracken
Locations	FSSL-All Areas	Version Number	17

### Hazards and Risks

Hazard Category      Manual handling - Poor technique

Controls      • Always use correct lifting techniques, bending at knees when lifting low objects and standing close to objects to avoid straining • Sharing load with more than one person where necessary • Use of trolleys and other equipment to minimize lifting • When filling large pots of water from tank, do not over fill • 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 • Do not over fill pots/receptacles • If moving toaster to from regular place in kitchen to other desired location, use 2 people as item is particularly heavy • Use of equipment according to SWP

Hazard Category      Crush/entanglement

Controls      • Be careful when lifting to place hands in safe position so as to avoid crushing when object is lowered • Wear covered footwear to minimise risk of dropping objects onto feet • Use gloves where necessary (such as for rough or sharp edges or where pinching is a risk) • Inspect furniture for damage and repair as required or remove rough or sharp edges. • Do not sit on stacked chairs • Do not sit on tables • Do not carry stacks of chairs alone • Follow SWP

Hazard Category      Electrical

Controls      • Inspect power cords and outlets before use for signs of deterioration or exposed wires • All equipment tagged and tested and up to date. • All circuits fitted with RCD. • Use of equipment according to SWP.

Hazard Category      Temperature

Controls      • Do not drop oil onto hot surfaces – it will spit; add oil onto cool surfaces and bring up to heat • Keep hands and face away from spitting oil • Use appropriate length utensil for the job • Always follow manual handling guidelines – lift from the legs not the back, bending knees. Hold items close to body. • Use oven mitts or other protective equipment supplied for handling hot pots, pans, dishes etc. • Always wear covered footwear in kitchen & cookhouse • Do not move urn when full of water or hot. • Be aware that when urn, toaster and pots are in use their surfaces will be hot – do not touch these surfaces • Check water level through exterior gauge rather than opening lid so as to avoid steam burns • Be careful if lifting lid to top up on water – wear long sleeved clothing to minimise any chance of steam burns. • Only move toaster when it is turned off and cool. • Use long matches and/or tongs to maintain safe distance from fire when lighting • Tie back long hair and loose overhanging clothing • Long clothing can protect from heat but highly flammable clothing should not be worn when cooking near open flame • When lighting gas outdoor gas burners, or oven/cook top, be aware of gas cut-off valve (in case of oven/cook top, valve is at floor level at base back of unit) • 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

	<p>cook top or burners. • When lighting oven, be aware that if pilot goes out it has a reset time of approximately 1 minute – any attempt to relight during that time will not work • Keep an eye on gas when cooking to ensure flame(s) do not intentionally go out on cook top or burners • For oven, main flame will intermittently turn on and off but pilot light should be on if main flame is out. • If there is a gas smell, check the burners/cook top/oven. If 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) • When turning off outdoor gas burners, always switch off at the shut of valve first before witching off at individual burner valves to prevent gas build up. • Follow SWP provided</p>
Hazard Category	Sharps/Needlesticks
Controls	<ul style="list-style-type: none"> <li>• Always cut away from you, not towards</li> <li>• Be observant when carrying knives and other sharp utensils</li> <li>• Be aware of opened tins having sharp surfaces – do not hold from cut top surface</li> <li>• Clean up broken glass with dust pan and broom and dispose of in rubbish (not glass recycling)</li> <li>• Always wear covered footwear in kitchen &amp; cookhouse</li> <li>• First aid kit on site</li> <li>• Follow SWP</li> </ul>
Hazard Category	ZOther
Controls	<ul style="list-style-type: none"> <li>• Participants should notify group leader of any dietary requirements and allergies.</li> <li>• Participants with allergies should carry an epipen and know how to use it and instruct others in group on how to do so.</li> </ul>
Hazard Category	Animal & insect - Disease
Controls	<p>Various viral illnesses includign Ross River Fever and Barmah Forest Virus • Be alert to the presence of mosquitoes which may be variable according to time of year and weather. • Wear long clothing which protects arms and legs, especially at times and in places where mosquitoes are most active. • Wear insect repellent and use mosquito coils in outdoor areas to further repel mosquitoes. • Keep doors shut to rooms or use fly screen doors where provided - do not leave doors open to rooms, especially around dawn and dusk when mosquitoes are most active.</p>
Hazard Category	Biological - Organism/infection
Controls	<p>Appropriate food storage and handling techniques. • Ensure food is stored, prepared and dishes are cleaned in a hygienic manner, including regular washing of hands and use of gloves • Ensure any surfaces/dishes that become in contact with meat are cleaned thoroughly with hot soapy water • For student tips, ensure students preparing food have adequate supervision while preparing food.</p>

<b>Safe Work Procedure Instructions</b>	
Resources Required	-
Instructions	<p><b>1) Moving furniture:</b></p> <ul style="list-style-type: none"> <li>• Check items prior to moving for obvious signs of damage and for rough, sharp or pinch point hazards.</li> <li>• Mark damaged items to prevent use and notify Frank Hemmings ASAP on 9385 3274.</li> <li>• Keep lifting to as light as possible by using more frequent carrying of single items rather than fewer trips of stacked items.</li> <li>• Seek help to team lift awkward, bulky or heavy items.</li> <li>• Test the weight prior to lifting an item.</li> <li>• To unfold tables             <ul style="list-style-type: none"> <li>○ Place the table face down on a flat surface</li> </ul> </li> </ul>

- 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

## 2) Use of gas cooker and outdoor gas burners

Ensure that you have read the safety information before proceeding

For outdoor gas burner:

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

For kitchen cooker:

A. Open gas cut off valve if necessary

B. Lighting oven

- Set the oven thermostat control knob to "OFF" (0 degrees). The Thermostat is located at the top left corner above the oven doors.
- Open the oven door, depress and hold the Pilot button.
- Light the pilot burner located inside the bottom of the oven, at the front left of the burner.
- When lit, continue holding the Pilot down for 15 seconds before releasing it.
- 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.
- Set the oven thermostat to the desired temperature, 0 to 340 degrees, by turning the knob clockwise or anti-clockwise respectively.
- To turn the oven OFF, turn the thermostat clockwise to "0 degrees".
- Press the Pilot OFF button to shut the pilot off.

C. Lighting the open top burners (hotplates)

- Locate the FRONT or REAR control knob corresponding to the Open burner required.
- Turn the knob anti-clockwise completely and manually light the burner.
- Set the burner at the desired flame by turning the knob clockwise or anti-clockwise to HIGH or LOW flame.
- To turn the burner off, depress and turn the knob clockwise fully.

D. Lighting the griddle

- Locate the GRIDDLE control knob corresponding to the griddle.
- Depress the knob slightly and turn to PILOT position.
- 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.
- Pilot burner should remain lit. If it goes out, repeat from step 3.
- Set the burner at the desired flame by turning the knob clockwise or anti-clockwise to HIGH or LOW flame.

- To turn the burner off, depress and turn the knob clockwise fully.

**3) Use of refrigerators, freezers and electrical kitchen appliances**

- Inspect power outlet and cords for any obvious signs of damage, and if applicable ensure door seals properly;
- If using urn, place in desired location before filling, fill receptacle with water and carry to urn to fill urn up; use multiple refills if necessary rather than overfilling receptacle;
- If moving toaster to/from regular place in kitchen to other desired location, use 2 people as item is particularly heavy
- Turn on appliance at power outlet if necessary and turn on at appliance;
- Place items in refrigerator, freezer, or microwave taking care to follow manual handling guidelines to avoid strain injuries
- For microwave oven select power and time settings and then press start;
- Remove objects from refrigerator, freezer, or microwave taking care to follow manual handling guidelines to avoid strain injuries - take care with microwave as items may be hot.
- Wipe down inside of microwave with a damp cloth/sponge after use when cool;
- Turn items off after use except chest freezers - **Do not turn chest freezers off.**
- Only move toaster when it is turned off and cool.
- Wipe down inside of refrigerators and leave doors ajar to allow air to circulate and refrigerators to dry.
- For urn, drain off any excess water through tap and do not put urn away until it has cooled.

Emergency Procedures

In the event of fire, fire extinguishers and fire blankets are located throughout the station, emergency exits are marked for each building and evacuation procedures and the assembly point (lake shore) is indicated on the noticeboard. The Field Station Manager has current first aid training, but groups are to also provide adequate numbers of first aid trained staff. First aid kit is located at field station, in addition to other kits taken along if necessary (for work further from the station). Emergency services can be contacted and will land helicopter on adjacent property (across creek) if necessary. Mobile phones carried around station and if working remote from station (although reception not guaranteed in some places). Emergency contact details held with Field Station Manager and BEES administration.

Cleanup and Waste Disposal Instructions

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**Safe Work Procedure**

<b>Document Details</b>			
Document Number	SCI-BEES-SWP-5344	Approval Date	21/11/2016
Title	Chopping wood, collecting kindling and lighting fires	Approver	Penny McCracken
Locations	FSSL-SL5-G-G01,FSSL-SL6-G-G02	Version Number	18

## Hazards and Risks

Hazard Category	Manual handling - Poor technique
Controls	<ul style="list-style-type: none"> <li>• When moving wood and kindling always follow manual handling guidelines – lift from the legs not the back.</li> <li>• Wood chopper to always use two hands on axe handle; one about mid way the other towards the end will provide for more control of the motion of the axe.</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>• 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> </ul>
Hazard Category	Sharps/Needlesticks
Controls	<ul style="list-style-type: none"> <li>• Keep blade sharp – if blade dull, harder to chop wood, more effort required, more likely to lose control of axe.</li> <li>• Onlookers to stand well clear of chopper</li> <li>• Wood/ kindlingchopper 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>• PPE – use leather gloves and wear safety goggles.</li> <li>• Use minimum force when splitting wood.</li> </ul>
Hazard Category	Animal & insect - Bite/scratch/kick
Controls	<p>Bites and stings including envenomation form both invertebrates (spiders) and vertebrates (snakes) and ticks .</p> <ul style="list-style-type: none"> <li>• Be observant when collecting and handling wood and kindling (and when walking into adjacent bush) – make sure no spiders are present on pieces of wood when these are collected. Keep and eye out for snakes at all times.</li> <li>• Where protective clothing and insect repellent when liikely to encounter animals, gloves as well when collecting wood/kindling.</li> <li>• Check for ticks on body after collecting wood and kindling or walking to adjacent bush.</li> <li>• If a snake is seen, step awaycarefully; do not aggravate the snake as much as possible.</li> <li>• In the event of snake or spider bite, first aid kit with pressure bandage is available in the 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>• In the event of tick bite, apply liquid nitrogen freeze spray to tic and tick will drop off. It is now considered preferable to feeze rather than remove ticks with forceps. Spray is available in first aid kit in lab.</li> </ul>
Hazard Category	Temperature
Controls	<ul style="list-style-type: none"> <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 from 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> </ul>
Hazard Category	Air quality - Fumes/smells/dust
Controls	<ul style="list-style-type: none"> <li>• Keep out of smoke; move away from direction in which smoke travels (smoke is more of a problem at the bbq because it is directed up the flue at the slow combustion stove).</li> <li>• Do not inhale smoke.</li> <li>• Move away from fire if required.</li> <li>• Wash eyes/face with water if affected by smoke.</li> </ul>
Hazard Category	Fire/Explosion
Controls	<ul style="list-style-type: none"> <li>• Only light fire when safe to do so - do not light fire when fire ban is present but cook on gas instead.</li> </ul>

## Safe Work Procedure Instructions

Resources Required -

### Instructions **Collecting fire wood from wood shed**

- wear shoes and gloves
- use adequate lighting to inspect wood pile from a safe distance for signs of snakes and spiders;
- Select log and take to chopping block - always follow manual handling guidelines, lifting from the legs not the back.

### **Collecting kindling**

- wear shoes and gloves;
- always be vigilant for snakes and spiders;
- only collect kindling from the grounds of the field station - do not go into the adjacent National Park to collect kindling;
- carry kindling back to fire or chopping area for processing - always follow manual handling guidelines, lifting from the legs not the back.

### **Chopping wood and processing kindling**

- wear covered shoes, preferably safety boots, when chopping wood – never wear thongs
- wear PPE - use leather gloves and wear safety goggles;
- keep blade sharp – if blade dull, harder to chop wood, more effort required, more likely to lose control of axe/hatchet;
- onlookers to stand well clear of chopper;
- wood chopper to always use two hands on axe/hatchet handle - one about mid way, the other towards the end. This will provide for more control of the motion of the axe;
- wood chopper should only swing from shoulder height or below, not above head height which will cause loss of control of axe and muscle strain injuries and back injuries;
- use minimum force when splitting wood;
- use hatchet to divide the larger pieces of kindling which are too big to be broken by hand; only smaller pieces can be broken with hands or by propping on an angle on the ground and using foot.

### **Lighting fires in BBQ pits and slow combustion stove**

- fires should not be lit during fire bans; cook on gas instead if this is the case;
- tie back long hair and loose overhanging clothing;
- long clothing can protect form heat but highly flammable clothing should not be worn when cooking near open flame;
- be careful when lighting fire – have fire blanket and fire extinguisher close by and keep area around fire clear of combustible material (c. 2 metres);
- keep out of smoke; move away from direction in which smoke travels;
- avoid smoke inhalation - move away from fire if required.;
- wash eyes/face with water if affected by smoke;

- ensure fire is fully out before leaving it unattended or retiring for the night

**Emergency Procedures**

In the event of fire, fire extinguishers and fire blankets are located throughout the station, emergency exits are marked for each building and evacuation procedures and the assembly point (lake shore) is indicated on the noticeboard. Field Station Manager has up to date first aid training and first aid kit is located at field station, in addition to other kits taken along if necessary (for work further from the station). Emergency services can be contacted and will land helicopter on adjacent property (across creek) if necessary. Mobile phones carried around station and if working remote from station (although reception not guaranteed in some places). Emergency contact details held with Field Station Manager and BEES administration.

**Cleanup and Waste Disposal Instructions**

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**Hazard Task** Use of the watercraft on the lake – low visibility

**Hazard Category** Water - Open/closed body of water

**Associated Harm** Injury, drowning,

**Existing Controls** Unpowered watercraft not to be used in low visibility including at night.

**Risk Consequence** Insignificant

**Risk Likelihood** Rare

**Risk Rating** Low

**Additional Controls** -

**Other Risk Management Details**

**Date All Controls Implemented** -

**Emergency Procedures** First aid kit is located at field station, in addition to other kits taken along if necessary (for work further from the station). Emergency services can be contacted and will land helicopter on adjacent property (across creek) if necessary. Mobile phones carried around station and if working remote from station (although reception not guaranteed in some places). Emergency contact details held with Field Station Manager and BEES administration.

**Safe Work Procedure**

**Document Details**

**Document Number** SCI-BEES-SWP-7285 **Approval Date** -

Title	Use of unpowered watercraft	Approver	Frank Hemmings
Locations	FSSL-All Areas	Version Number	4

## Hazards and Risks

Hazard Category	Manual handling
Controls	Lifting watercraft to launch and retrieve: • Use correct manual handling techniques and sufficient people to lift and control the watercraft. • Wear sturdy footwear to protect feet from cuts or crushing and maintain awareness trip hazards such as the uneven ground of the lake foreshore
Hazard Category	Animal & insect - Bite/scratch/kick
Controls	• Look for and spiders and snakes from the canoe or arrange for professional removal if appropriate. If in doubt do not use the watercraft and consult the station manager. • Wear sturdy footwear to protect feet
Hazard Category	Water - Open/closed body of water
Controls	Use of the watercraft on the lake - Falling in, Sinking canoe, losing paddles, unable to return due to fatigue or weather conditions: • Life Jackets must be worn by all (refer to Procedures) • Check the weather conditions prior to departure. • Practice getting in and out in shallow water. • Do not use water craft in in low visibility including at night. • Notify a shore support person of your activity, destination and expected time of return. • Carry first aid and a means of communication in a water proof bag if travelling further than the Research Station Bay (eg travelling further than line of site of the station and/or further than easy swimming distance from shore).

## Safe Work Procedure Instructions

Resources -  
Required

### Instructions **Life jackets:**

1. Life Jackets (PFD level 50S or higher) must be worn by all users. PFD level 100S support the head and are preferred.
2. Check that the jacket is in good condition and that all buckles and zips function correctly.
3. Check correct size for the wearer and adjust straps to fit.
4. Rinse in fresh water and hang to dry after use.

### **Procedures:**

1. Check the weather conditions prior to departure. Do not use water craft if poor weather including storms, lightening or heavy rain is forecast.
2. Do not use water craft in in low visibility including at night.
3. Practice getting in and out in shallow water.
4. Notify a shore support person of your activity, destination and expected time of return.
5. Carry first aid and a means of communication in a water proof bag if travelling further than the Research Station Bay (eg travelling further than line of site of the station and/or further than easy swimming distance from shore).
6. All children under 12 years of age must be supervised by a person aged 16 years or over.

**Note:** All children under 12 years of age that are swimming or undertaking any activities in the lake, must be supervised by a person aged 16 years or over.

Emergency Procedures First aid kit is located at field station, in addition to other kits taken along if necessary (for work further from the station. Emergency services can be contacted and will land helicopter on adjacent property (across creek) if necessary. Mobile phones carried around station and if working remote from station (although reception not guaranteed in some places). Emergency contact details held with Field Station Manager and BEES administration.

Cleanup and Waste Disposal Instructions

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**12. Smiths Lake General Use Safety Documentation sign off sheet**

**SWP/RMF name:**

[SCI-BEES-SWP-5392 General use of Smiths Lake Field Station](#)

[SCI -BEES-SWP-5344 Chopping wood, collecting kindling and lighting fires](#)

SCI-BEES-SWP-7285 Use of unpowered watercraft

**Only one person needs to sign this, the group leader; others in the group may sign but are not required to do so but their names should be either listed below or attached as a separate document. In signing this section the group leader and any other person signing below agrees that that they have read and understood the associated Safe Work Procedures. The group leader also agrees that they are responsible to provide an adequate briefing of the above Safe Work Procedures information to any others within their group.**

Name	Signature	Group leader (y/n)	Date