

**Plant room access is restricted to authorised and competent staff and contractors.**

## PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

- ❗ Check plant room door signage for specific PPE requirements.
- ❗ For staff who are only carrying out plant room inspections (e.g., not carrying out maintenance or working inside the plant room) closed in shoes with flat soles should be worn as a minimum.

## POTENTIAL HAZARDS AND INJURIES

- ⓘ Asphyxiation.
- ⓘ Chemical spillages / stored chemicals.
- ⓘ Confined spaces.
- ⓘ Electric shock.
- ⓘ Entrapment, entanglement, crushing, lacerations, punctures, hot surfaces, fluids under pressure, steam, stored energy, radiation, release of hazardous gases etc.
- ⓘ Fire.
- ⓘ Poor ventilation / extremes of temperature.
- ⓘ Slips on liquids leaking from plant.
- ⓘ Trips over plant / pipes / stored items / plinths / cables etc.
- ⓘ Unauthorised plant room access.
- ⓘ Working in isolation.

## BEFORE ENTERING THE PLANT ROOM

- ✓ Do not enter plant rooms unless you are authorised and competent to do so.
- ✓ If entering a plant room alone, then ensure you always carry a mobile phone, and that a colleague knows where you are and how long you will be. Work in pairs whenever possible or if carrying out hazardous tasks. Consider carrying a radio where mobile coverage is poor.
- ✓ Check that all PPE for the task being carried out is readily available and that you wear the PPE when required. Inspect your PPE for any visible defects before use.
- ✓ Open the plant room door and take a moment to check for hazards inside the room before entering (e.g., alarms sounding, unusual smells or sounds from plant). Turn on the light before entering.

## INSIDE THE PLANT ROOM

- ✓ Familiarise yourself with the plant room layout and emergency escape routes, and ensure they are all accessible. Locate the emergency equipment where applicable (e.g., eyewash stations, emergency showers, first aid kits, spill kits, and fire extinguishers).
- ✓ Ensure machinery and electrical systems are isolated correctly, in line with the 'Isolation, Lock Out, Tag Out Procedure'.
- ✓ Only carry out tasks on plant and equipment that you are competent and authorised to work on and follow the established procedures for the task in hand.
- ✓ Carry out a visual check of ladders / fixed ladders before use. Check for overhead obstructions before climbing ladders.
- ✓ Refer to Safety Data Sheets and warning signage before handling any chemicals.
- ✓ Display wet floor signage to warn occupants about leaks and slippery surfaces.
- ✓ Replace guards and covers when work is complete and remove all waste materials for correct disposal.

- ✓ Wash your hands after leaving the plant room and before eating or drinking to remove any contamination from touching plant, equipment, or other items in the plant room.
- ✓ Lock the plant room door when work is complete to prevent unauthorised access.
- ✓ **Contractors should NOT be storing chemicals inside the plant room unless they are permitted to do so. All other chemicals should be removed and brought to site by the contractor when required.**
- ✓ Keep chemical storage cupboards / containers locked where they are provided.
- ✓ **RAISE SAFETY CONCERNS WITH THE CAMPUS LIFE FM TEAM IMMEDIATELY BY PHONE, AND EITHER RAISE A SERVICE NOW OR LINKED WORK REQUEST TO FOLLOW UP.**

## DON'TS

- ✗ DO NOT remove another person's Personal Danger Tag.
- ✗ DO NOT enter any confined spaces unless you have a Confined Spaces Permit to Work, all necessary precautions are in place, and you are trained and competent to do so.
- ✗ DO NOT carry out hot work without a Hot Works Permit.
- ✗ DO NOT enter Griffith University restricted spaces (e.g., Data Centres, laboratories) without completing the relevant inductions / training for the area.
- ✗ DO NOT consume food in plant rooms – use lunchrooms provided elsewhere.

## TO BE READ IN CONJUNCTION WITH:

- ✓ Campus Life Permit to Work documentation
- ✓ Isolation, Lock Out Tag Out Procedure
- ✓ Combustible Liquid Handling SWP
- ✓ Containment of Chemical Spills SWP
- ✓ Decanting of Herbicides and Pesticides SWP
- ✓ Disposal of Unused Chemicals SWP
- ✓ Fuel Storage and Handling SWP
- ✓ Storage of Chemicals SWP
- ✓ Working in Noisy Environments SWP
- ✓ Griffith University Guidelines for Safely Working in an Active Data Centre
- ✓ Emergency procedures and response

**This procedure does not necessarily cover all possible hazards associated with plant room access and should be used in conjunction with other references. It is designed as a guide and as a reminder prior to accessing plant rooms.**

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