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| **SAFE WORK INSTRUCTION** | |
| **Mac Lab and Discussion Focused Activities with The Edge** | |
| Activity Authorisation / Supervision | This activity can be conducted with general supervision and does not require specific authorisation. |
| Description of the Activity | The Edge delivers a range of digital media / software based and discussion focused activities to participants. These include:   1. practical, hands-on instruction in the use of technical, creative and visual design, sound production, video production and coding applications available on the Mac labs at the Edge 2. discussion focused activities. |
| Tools, Equipment, Materials and Consumables | 1. Digital Media Lab or Fabrication Lab computers (iMac, MacPro or MacBook/ PC laptops provided by The Edge) 2. Android tablets/ iOS iPad and mobile devices provided by The Edge 3. Private laptop, tablet or mobile device. The use of private laptops and mobile devises is subject to the *Bring Your Own Device guidelines*. 4. Projectors / display devices provided by The Edge. 5. Cameras and or recording devices provided by The Edge. 6. Drawing stylus and tablets provided by The Edge.. 7. Lab standard audio playback system provided by The Edge. |
| Interim Safety Assessment | An Interim Safety Assessment (ISA) must be completed and approved by a Program Coordinator before commencement of an activity when:   1. The activity will not be facilitated by an SLQ staff member or inducted contractor. 2. The activity will not be conducted in and around The Edge or on SLQ premises *(see SWI for activities to be conducted off-site or in a public space).* 3. The activity requires the use of tools, equipment, materials or processes not detailed in Section 2 or 3. |
| Hazards associated with equipment /machinery/technique /process | Most activities in this area occupy low risk profile with the majority of activities taking place in controlled environment of The Edge’s Digital Media Lab, Innovation Lab and or our Basement Technology Lab as computer/ classroom based activities.  Risks associate with this type technology lab/ classroom activities include:   1. Trip, slip falls 2. Electric shock 3. Ergonomic & screen based work 4. Personal safety and 5. Communicable disease |
| Before Starting | 1. Check workspace for general tidiness. 2. Ensure all required equipment and materials are in the workspace and ready for use in the session. 3. Where possible re-route cables trailing across walkways. Use cable trays or gaff were unavoidable 4. Consumption of food is to be avoided where possible. Clear any spills immediately. 5. Consumption of drink in activity spaces is prohibited outside of designated areas. 6. Encourage ergonomic work practices and encourage regular breaks. 7. Address interpersonal difficulties according the *Patron Responsible Behavior Policy* and seek assistance from VSOs or SLQ staff member on duty. 8. *VSO Daily Procedures* include daily wiping down of all tables, keyboards, mice and computer screens with antibacterial wipes. However if you have particular concerns do not hesitate to collect wipes from reception and rewipe these surfaces |
| Personal protective equipment (PPE) to be used | 1. PPE other than appropriate clothing and foot-ware should not be required for this activity |
| Emergency procedures | 1. There are no specific emergency procedures for this activity. In the event of an emergency notify VSO or SLQ staff member on duty and await instruction. 2. First aid kits are located at Reception, the Back of Lab 4, The Edge staff office, SLQ Reception and the Cultural Centre Security Office. 3. The Cultural Centre Security office phone number is 07 3840 7216. 4. All incidents, **including near misses**, are to be reported to VSO or staff member on duty. |
| Step by step procedures for task | NA |
| Clean-up procedures | NA |
| Waste disposal procedures | NA |
| Record keeping | NA |
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| Approved by, Date: | Daniel Flood, Creative Manager, The Edge  July 2014 |
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