

# How to gain access to PARTCAT Labs in Tyree Energy Technologies Building

The following guide has been provided to outline the necessary steps to obtain access to the PartCat labs in Tyree (labs 337, 343, 366, 367 and/or 368)

**1. Enrol and complete the following SAFETY course through myUNSW online training:**

- Green Lab Awareness (HSEGLC) – this course is optional but good to attempt
- Lab Safety Awareness (HSELSO)

HINT:

Staff: click here for enrolment instructions: <http://safety.unsw.edu.au/Training/staff-training>

Students: click here for enrolment instructions: <http://safety.unsw.edu.au/Training/student-training>

**2. Download [HS049 Chem Eng Induction Form](#) and [HS006 HSE Induction Form](#)** before making an appointment for lab induction. Contact Dr Victor Wong ([v\\_wong@unsw.edu.au](mailto:v_wong@unsw.edu.au)) or your academic supervisor (if Victor is not available).

**3. Lab and equipment training.** Find out what equipment you need training on with your postgrad/postdoc supervisors. Contact custodian of equipment and get trained on this equipment. (Note: if you are unable to get appointment right away, you can go to step 4). See the list of trainers: <http://www.pcrq.unsw.edu.au/resources-and-facilities>

**4. Complete the [Risk Management, Safe Work Procedures](#) and Equipment Records** and submit via SafeSys.

Follow the instructions provided (file names “Instructions”) and use the Template provided: <https://www.engineering.unsw.edu.au/chemical-engineering/about-us/workplace-health-safety/risk-management>

Complete the Risk Management Form (RMF), Safe Work Procedure (SWP) and upload/entered into [SafeSys](#). Supervisor need to approve online (of if any issue, print and get supervisor to sign) and **PRINT this RMF and SWP.**

**5. Fill out the [HSE School Lab Access form - CHE](#).** Please **submit online, print** the following forms: **RMF, SWP, HS049 Induction and HSE School Lab access Form** and bring them to see Lena or Victor to get access to PartCat Lab in TETB level 3.

Please also check out: [Introduction to PartCat Slide](#) to be familiar with working ethics, rule and important information while working in PartCat Lab.