


Biological Resources 	Standard Operating Procedure		Page 1 of 4
	UQBR SOP 52 – Reporting Faulty Equipment		
	Contact: UQBR Director	Location: UQBR Facilities	Revision: 4

UQBR SOP 52 – Reporting Faulty Equipment

REQUIREMENT:

1. To ensure that the requirements and regulations as set out by the following are met as far as practicable:
 - AEU UQ
 - The Code
 - OGTR
 - Department of Agriculture and Fisheries (DAF)
 - QLD Workplace Health and Safety, and
 - UQ OH&S
2. To standardise practice for all UQBR staff and researchers within UQBR facilities.
3. Annual review is required to maintain best practice and usability of this SOP.

RESPONSIBILITY:

It is the responsibility of the individual performing animal handling procedures and techniques to ensure they have been assessed as competent.

Please Note:


This UQ Biological Resources (UQBR) SOP expands upon UQ Animal Ethics Unit SOPs. This document outlines the procedures followed by UQBR and should not be referenced in Animal Ethics Applications.

No changes or deviations from this SOP are to occur unless the Director of UQBR gives prior authorisation.

NB: The use of (*) indicates this statement is dependent on the facility procedures

NB: The use of () indicates this statement is dependent on AEC Approvals**

Originator: UQBR Training Review Committee	Revision: #4
Reviewed: UQBR Training Review Committee April 2015	Approved: UQBR Training Review Committee April 2015

Biological Resources 	Standard Operating Procedure UQBR SOP 52 – Reporting Faulty Equipment		Page 2 of 4
	Contact: UQBR Director	Location: UQBR Facilities	Revision: 4

OBJECTIVE:

To describe the procedure for reporting faulty equipment to be used within the UQBR facilities.

I. EQUIPMENT

- Signage

II. PREPARATION OF EQUIPMENT


Nil

III. PROCEDURE

1. Equipment identified as faulty must be shut down immediately and unplugged.
2. Place UQBR signage on the piece of faulty equipment.
3. Report to your Supervisor/Manager.
4. Supervisor/Manager to coordinate the repairs immediately.
5. Once repairs have been completed remove UQBR out of Service signage.

Please note: If any equipment has been tagged “Caution Out of Service” or “Danger Do Not Operate” by Property and Facilities personnel, this tag will take precedence over UQBR signage and the piece of equipment must not be operated.

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Biological Resources 	Standard Operating Procedure UQBR SOP 52 – Reporting Faulty Equipment		Page 3 of 4
	Contact: UQBR Director	Location: UQBR Facilities	Revision: 4

Property and Facilities Signage

(a) Caution Out of Service Tags



(b) Danger Do Not Operate Tags

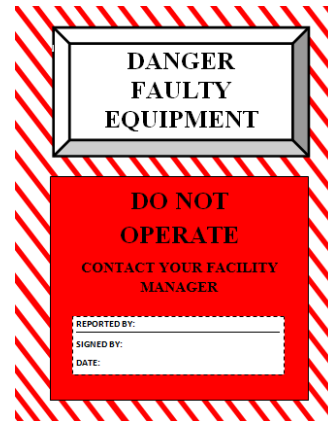


UQBR Facility Signage

(a) Caution Do not operate Tags




(b) Danger Do Not Operate Tags



IV. CONSIDERATIONS

1. This SOP may not be applicable for some contract facilities.
2. UQBR Facilities should store this signage within the foyer entry areas

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Biological Resources 	Standard Operating Procedure UQBR SOP 52 – Reporting Faulty Equipment		Page 4 of 4
	Contact: UQBR Director	Location: UQBR Facilities	Revision: 4

V. SAFETY

1. All accidents, injury or near misses are to be reported immediately to the Facility Manager and recorded on a UQ OHS Incident Report Form

VI. REFERENCES

1. Department of Agriculture and Fisheries (DAF): <http://www.daf.qld.gov.au/>
2. Guidelines to promote the wellbeing of animals used for scientific purposes (NHMRC, 2008): <https://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ea18.pdf>
3. OGTR PC2 work requirements and regulations: <http://www.ogtr.gov.au>
4. QLD WH&S Act 2011: <https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/work-health-and-safety-act-2011>
5. The Australian Code for the care and use of animals for scientific purposes (8th Edition, NHMRC 2013): <https://www.nhmrc.gov.au/guidelines/publications/ea28>
6. Code of Practice for the Housing and Care of Laboratory Mice, Rats, Guinea Pigs and Rabbits (DEPI, Vic 2004): <http://www.depi.vic.gov.au/agriculture-and-food/animal-health-and-welfare/animal-welfare/animal-welfare-legislation/victorian-codes-of-practice-for-animal-welfare/code-of-practice-for-the-housing-and-care-of-laboratory-mice,-rats,-guinea-pigs-and-rabbits>
7. UQ Animal Ethics Unit SOPs: <http://www.uq.edu.au/research/integrity-compliance/standard-operating-procedures-sops>
8. UQ OHS Unit: <http://www.uq.edu.au/ohs/>
9. UQ OHS Incident Report Form: <http://www.uq.edu.au/ohs/index.html?page=141331>
10. UQBR SOPs: [V:UQBR/SOPs/Common/UQBR SOPs](V:UQBR/SOPs/Common/UQBR_SOPs) and <http://biological-resources.uq.edu.au/secure/uqbr-sops>

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