**Tool /Plant Access Policy**

**Competencies and other requirements for different Levels of Tool/plant Access, in The Edge Fabrication Lab Space.**

Draft 25 02 2016

There are 3 levels of induction for the tools/plant that can be accessed in The Edge Fabrication Lab. With each of these graduated levels of induction, individuals are authorized to by Edge management to use the tools/ plant under different levels of supervision. Each level of access also carries different levels of responsibility.

| **Access Level** | **What do I have to do to achieve this level of access.**  | **Key Competencies**  | **Level of Supervision and Responsibilities** |
| --- | --- | --- | --- |
| 1. General Participant Induction
 | * Register as an edge member
* Sign and submited terms of use agreement.
* Get signed off as competent by an Edge assessor.
 | Individuals successfully completing this level of induction have demonstrated a **basic understanding of the tool/ plant*** **Its safe &**
* **Its correct use.**
 | This level of induction allows participants to use the tool under the supervision of a workshop facilitator, fabrication lab supervisor or other authorised staff member. Participants completing this induction and submitting the relevant paperwork will be able to book tools/ plant during open lab times or by appointment.  |
| 1. Independent Use – Staff, Contractors and Residents
 | * Get signed off as competent by an Edge assessor.
* Signed contact agreeing to terms of employment, residency or as a volunteer and (as such be subject to code of conduct, oh&s policy hold PL coverage under SLQ’s PL and or have your own current PL
* Signed Safe Work Instruction for the tools if required. Access Level authorized by Edge Manager
 | Individuals successfully completing this level of induction have demonstrated a **practical understanding of the use of tool/ plant*** **Its safe &,**
* **efficient use**
* **The workflow up to and around the tool/ plant**
* **Basic maintenance and care**
* **Stock control and administrative procedures connected to the use the tool and**
* **A capacity to undertake basic troubleshooting on the tool**
 | This level of induction allows staff, contractors, volunteers and residents to use the tool / plant independently (without supervision).Individuals using the tool/ plant under this level of access are responsible for operate in a safe manner and follow Edge procedure.  |
| 1. Fabrication Lab Supervisor,
 | * Get signed off as competent by an Edge assessor.
* Signed contact agreeing to terms of employment, residency or as a volunteer and (as such be subject to code of conduct, oh&s policy hold PL coverage under SLQ’s PL and or have your own current PL
* Signed Safe Work Instruction for the tools if required.
* Access Level authorized by Edge Manager
 | Individuals successfully completing this level of induction have demonstrated an **advanced understanding of the tool/ plant*** **Be able to demonstrate to participants the safe and correct use.**
* **Be able to identify and preempt unsafe, improper or inefficient use of the tool /plant by participants**
* **Be able to demonstrate and support participants’ application of workflow up to and around the tool/ plant**
* **Be able to demonstrate to participants basic maintenance and care**
* **Have a working knowledge and be able to support participant application of stock control and administrative procedures connected to the use the tool**
* **A capacity to undertake basic troubleshooting on the tool/ plant**
* **A understanding of competency based assessment and possess a capacity/ experience to support participants with a range of backgrounds and learning styles to demonstrate competency.**
 | This level of induction allows staff, contractors, volunteers and residents to * use the tool / plant independently (without supervision).
* Supervise inducted participants use of the tool /plant in the space
* Supervise workshop participants use of the tool /plant during an approved SLQ activity
* Assess competency of induction participants
 |