**Tool /Plant Access Policy**

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

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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 |