

CONTRACTOR
GENERAL ACCESS TO GROSS ANATOMY FACILITY (GAF)
Areas covers Otto Hirschfeld levels 1 & 2, Lab 411, Lab 505

[UQ Property & Facilities Induction Requirements](#)
 1. Contractor registration 2. Contractor online training 3. Complete necessary forms (e.g. fire isolation)

WORK HOURS / AFTER-HOURS

ROUTINE MAINTENANCE

REPAIR

Contractor
Contractual
Maintenance
Agreement

P&F Assist
or
Archibus

Contractor contacts Gross Anatomy Facility:

- Wes Fisk (Facility Manager)
- Andrew Veprek (Snr Scientific Officer)
- Email: gaf@uq.edu.au
- Ph: 3365 2701
- Mob: 0429 586 765

1. Undertakes face to face induction
 2. Signs in as GAF visitor
 3. Informed of current hazardous & no-go areas
 4. For long term work → gets temporary swipe access card

*After-Hours Access:
 GAF Facility Manager may roster staff on to supervise after-hours contractor work

CRITICAL INCIDENT

EMERGENCY BUILDING ISSUE

P&F
Security

On-call P&F Client Facility Coordinator or Manager – determines issue, urgency and planned resolution.
 May contact P&F Client Facility Manager

P&F Client Facility Manager → contacts GAF Emergency Contact

Gross Anatomy Facility Emergency Contact Hit List:

- AF Facility Manager – Ph: 0429 586 765
- Chief Anatomist – Ph: 0407 044 382
- Facilities & Ops Officer – Ph: 0428 151 378
- Facilities Manager – Ph: 0439 632 776

Determines risk to specimens & immediacy of issue and will advise support of planned resolution. Attends on site if necessary.