



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

SITE INDUCTION

Visualisation Laboratory (51-359)

Faculty of Engineering, Architecture and Information Technology

Introduction

This site induction is intended for all users of the Visualisation Laboratory (Lab) and gives an overview of the Lab's terms of use, emergency procedures and operational information.

There is more general information about health and safety at the UQ Health, Safety & Wellness Division website:

<https://coo.uq.edu.au/operational-areas/health-safety-and-wellness>



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Overview

The Visualisation Laboratory (VL) provides a 360° immersive environment for display of a broad range of visuals. It can function as a display for computer-based visuals, and is also compatible with Virtual Reality (VR) headsets.

The VL is designed to allow visualisations to come to life. This can enhance research, teaching and engagement with other Schools, Faculties and industry.



Visualisation Lab – Terms of Use

It is a condition of your entry into and use of the Lab that you agree to these terms.

1. You may only enter the Lab and operate the Equipment if you have completed and kept up to date all induction, courses, safety and other requirements of UQ, and if you agree to and continue to comply with these terms. You must also comply with all policies and guidelines of UQ that apply to your entry into the Lab and operation of the Equipment.
2. You acknowledge that the Lab contains Equipment that carry risks, and may cause harm or injury. You enter the Lab and use the Equipment at your own risk.
3. You acknowledge that some Equipment require specific training, and that you may not use the Equipment until you have completed any training required by UQ. You must agree to undertake further training if UQ asks you to do so.
4. You may only use the Equipment in a safe manner and according to any specific directions of UQ. You may not tamper or modify any Equipment, and may not remove any safety devices.
5. You must follow all directions given by UQ. You must read and follow all signs and safety information relating to the Lab and Equipment.
6. You must not use Equipment improperly, or abuse or wilfully damage it or the Lab in any way.
7. If UQ asks you to cease using any Equipment, you must do so immediately.
8. You must be considerate of other users of the Lab. You acknowledge that the Lab may be full, and that specific items of Equipment may be being used by others. You must book the Lab ahead of time, and treat others in the Lab with respect.
9. You must keep the Lab orderly and neat, and must clean and tidy any Equipment or part of the Lab after use.
10. You may not act in a way that UQ considers objectionable, abusive, noisy or disruptive. You may not use the Lab for an illegal, unsafe or objectionable purpose, or create any items which are illegal, objectionable or dangerous.
11. You must not be under the influence of any substances at any time in the Lab or while operating Equipment which may adversely affect you, including alcohol, medication or any illegal substances. You must not bring any illegal substances or items into the Lab.
12. You must secure your own belongings. UQ is not liable for any loss, theft or damage to your belongings, or for any items or files that you might bring to the Lab. You are responsible for storing and saving any files you are working on or anything you bring into the Lab. You consent to UQ deleting any files that are not labelled adequately, or which UQ reasonably considers to have been abandoned. You must remove files promptly if UQ asks you to.

Visualisation Lab – Location and Access

Location

The Visualisation Lab (51-329) is located in Zelman Cowen Building, on the corner of Staff House and Jocks Road, across from the Andrew Liveris Building at the St Lucia Campus. The Lab is stationed within the Architecture Music Library (ARMUS Library) located on the third floor of the building beside the main entrance points noted to the right. An interactive map can be accessed via

<https://maps.uq.edu.au/st-lucia>



After-Hours Access

The Visualisation Lab is open from 9am to 4pm. This ensures there are staff on hand to assist with troubleshooting or emergencies.

After-hours access can be granted on a case-by-case basis.



This image shows the three main entry points to the building. The two furthest to the left enter beside the ARMUS Library.

Visualisation Lab – Protocols & Etiquette



To use the Lab, two people must be present at all times, including one supervisor. Staff members can become VL supervisors by completing the VL operation training, as well as the VR headset training. This training must be maintained annually.



There must be one person in the VL at all times who is not using a VR headset, and can act as a spotter to ensure the safety of VR headset users.



People with the following pre-existing conditions are not permitted to use the Lab:

Pregnant or breastfeeding; Epilepsy; Psychiatric disorders; Heart condition; Wear a medical device (eg. pacemaker); Binocular vision abnormalities such as squint (strabismus), amblyopia or anisometropia; Other serious medical condition; Previous adverse reaction to immersive and/or VR experiences.



Users must complete a user questionnaire prior to entry into the VL, and must be made aware of the Lab layout and risks, as well as emergency exits upon entry.

Visualisation Lab – Protocols & Etiquette



Usage is prioritised for research and classes. All usage must be booked via [UQ Book It](#).



The space must be left clean and tidy, and furniture returned to original layouts. Take personal materials, including digital files, with you.



If the Lab is full or occupied with another group, please wait outside until it's safe and appropriate to enter.



For any technical problems, contact EAIT IT and also notify the School office.

Electrical safety

In Australia, all electrical installations and repairs must be carried out by a licenced electrician.

Personal Responsibilities

- Ensure all personal electrical equipment, and any equipment that you are borrowing such as extension leads, are [tested and tagged](#).
- Visually inspect electrical items and electrical leads before use, and do not use if there is visible damage.
- Double adaptors and piggy back plugs cannot be used.
- Report all electrical problems immediately to the School office.

Power (Plug) Boards & Extension Leads

- Multiple plug boards must not be “daisy chained” (ie. one plugged into another).
- All outlets on plug boards must be individually switched and incorporate a 10 amp overload circuit breaker.
- Plug boards must not be used for high current devices such as room AC units, fridges and freezers, welders, room heaters and air compressors.
- Extension leads must be the appropriate length and current rating for the application.
- Plug boards and electrical leads must not be located where they may be exposed to water or create trip hazards.
- Compliant power boards are available from the School office.



EAIT and School Contacts

EAIT Electrical Safety

Portable equipment Test and Tag service: facilities@eait.uq.edu.au

'Walk in' Test and Tag service: <https://www.eait.uq.edu.au/workshops/test-tag>

Electrical equipment fault diagnosis and repairs, new equipment inspections:
workshops@eait.uq.edu.au

EAIT IT Helpdesk

helpdesk@eait.uq.edu.au

School of Architecture, Design and Planning

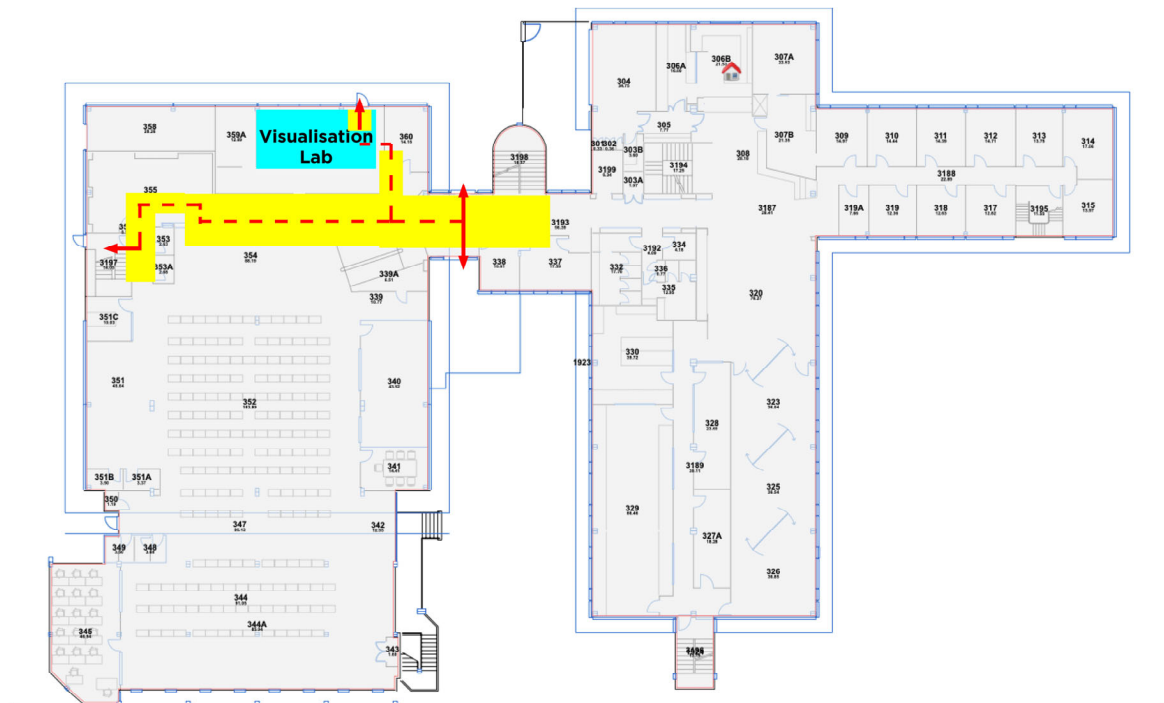
For bookings, notification of problems, and general enquiries:

office@adp.uq.edu.au

Building evacuation diagram

Before using the Lab, it is important to familiarise yourself with your nearest exit paths, fire escape stairs and emergency equipment.

Evacuation diagrams are installed in the Lab, and in prominent locations on all floors.



Emergency evacuation and assembly

There are two different tones that sound when the emergency alarm is triggered.

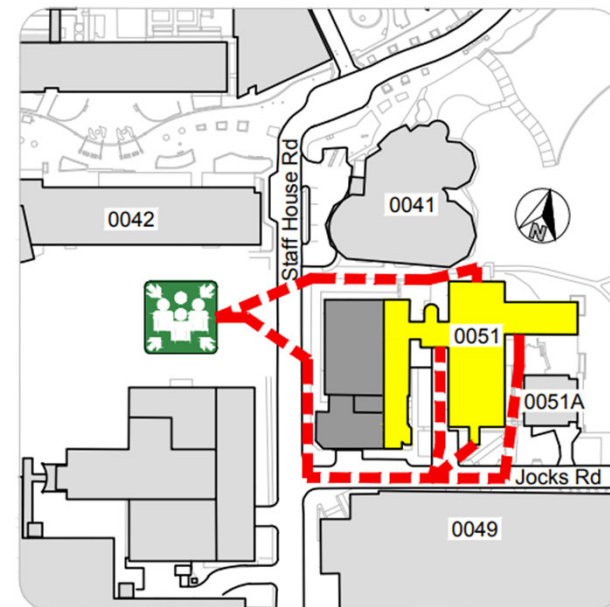
Alert Tone

- Check your immediate area for fire or other danger.
- Listen for instructions from area wardens or from the public announcement system.

Evacuation Tone

- Immediately evacuate to the assembly point and follow directions from building wardens or Security staff.

Outside normal business hours (after 5pm or on a weekend) you must evacuate immediately.



The assembly area for the Zelman Cowen building is located in the Liveris building forecourt.

Emergency equipment



RED manual call points can be operated by pressing hard in the middle of the clear window and breaking the cover. This will initiate the alarm system and alert UQ Security as well as the fire brigade.



WHITE emergency call points do not activate the fire alarms or alert the fire brigade. They will only trigger emergency door release and alert UQ Security.



Illuminated exit signs indicate the way to the fire stairs and a safe way out of the building.



Fire extinguisher locations are indicated with this signage.

First aid

There are a number School and Faculty staff trained to provide First Aid.
A First Aid kit is located in the School of Architecture, Design and Planning office
on the same level as the Lab.



You can also contact Security for First Aid assistance:

336 53333 (emergency)

336 51234 (non-emergency)

The UQ SafeZone app also links to Security for First Aid assistance

<https://www.pf.uq.edu.au/unisafe/uqsafezone/index.html#firstaid>

