

**BASIC
Laboratory Training Record**

Staff/Student Name: _____

Type of work I will be undertaking: _____

Duration of work: _____ **Start/Finish dates:** _____ **to** _____

Location (Room No.) of work: _____ **Laboratory Supervisor:** _____

Before working in the laboratory the following should take place:

- | | | |
|--|--------------------------|--------------|
| Orientation of the laboratory (refer page 2) | <input type="checkbox"/> | Date: |
| Health and Safety procedures | <input type="checkbox"/> | _____ |
| Introduction of hazards in the laboratory | <input type="checkbox"/> | _____ |
| Emergency procedures | <input type="checkbox"/> | _____ |

If you are working in a **HSNO Exempt** laboratory the following documents need to be read and understood before commencement of work:

- | | | |
|---|--------------------------|--------------|
| UOW HSNO Exempt Laboratory Manual (Version 7 February 2019) | <input type="checkbox"/> | Date: |
| I have received training in chemical storage, handling, PPE, and disposal | <input type="checkbox"/> | _____ |
| UOW Biohazard Safety Manual | <input type="checkbox"/> | _____ |
| I have received training that covers PC2 requirements for lab work | <input type="checkbox"/> | _____ |

Staff/Student signature: _____ **Date:** _____

Laboratory Manager signature: _____

Laboratory Orientation

Staff/Student name: _____

Laboratory orientation conducted by: _____

Date: _____

Shown location and explained procedures of:

- Emergency exits and assembly point
- Fire alarm point
- Emergency contact list
- Fire extinguishers
- Fire blanket
- First Aid kit
- Chemical spill kit
- Biological spill kit
- Blood or Body Fluid Exposure Kit
- Eye wash or Eye/Face wash station
- Safety shower
- Vault / Accident/incident report forms
- Biohazard waste disposal
- Hazardous chemical collection

University of Otago Health and Safety website hazard management documents:
<http://www.otago.ac.nz/healthandsafety/>

*A copy of completed form to be passed on to the Laboratory Manager or Compliance Officer
Original to be retained by the Sector Manager or Laboratory Supervisor*