

STANDARD
Laboratory Training Record

Employee Name: _____

Type of work I will be undertaking:

Before working in the laboratory the following should take place:

Date: _____

- | | | |
|--|--------------------------|--------------------------|
| Orientation of the laboratory (refer page 4) | <input type="checkbox"/> | <input type="checkbox"/> |
| Apply for swipe card access | <input type="checkbox"/> | <input type="checkbox"/> |
| Health and Safety procedures | <input type="checkbox"/> | <input type="checkbox"/> |
| Introduction of hazards in the laboratory | <input type="checkbox"/> | <input type="checkbox"/> |
| Map of laboratory and Campus | <input type="checkbox"/> | <input type="checkbox"/> |
| List with relevant telephone numbers | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency procedures | <input type="checkbox"/> | <input type="checkbox"/> |
| Training induction by Lab Supervisor | <input type="checkbox"/> | <input type="checkbox"/> |

If you are working in a HSNO Exempt Laboratory the following documents need to be read and understood within 6 weeks of employment: (all laboratories at UOW are HSNO Exempt)

Date: _____

- | | | |
|---|--------------------------|--|
| Code of Practice for CRI and University Exempt Laboratories | <input type="checkbox"/> | |
| HSNO Exempt Laboratory Manual (used to comply with above documents) | <input type="checkbox"/> | |
| University of Otago, Wellington SOPs | <input type="checkbox"/> | |
| I have received training in Chemical Data Sheets, storage, handling, PPE, tracking and disposal | <input type="checkbox"/> | |
| I have received training in fire and hazard protocols | <input type="checkbox"/> | |

If you are working in a PC2 laboratory using uncleared biologicals, microorganisms and/or cell cultures the following documents need to be read and understood within 6 weeks of employment: (COL Lab and BRU sectors)

Date: _____

AS/NZS 2243.3.2002 Safety in Laboratories Part 3:
Microbiological aspects and containment facilities

MAF Biosecurity New Zealand and ERMA New Zealand
Standard Facilities for Microorganisms and Cell Cultures: 2007a

MPI Standard 154.02.17, amended 14 February 2014
Transitional Facilities for Biological products

University of Otago, Wellington Containment and
Transitional Manual (Version 1.7, July 2020)

I have read, understood and am willing to comply with the
Standards outlines in:

Standard Operating Procedures for PC1 and PC2 laboratories

Biohazard Safety Manual

I have received training that has covered the following:

PC1/PC2 requirements for laboratory work

Working with GMOs (culture collection, approval documents
and controls) – list EPA/IBSC approvals you will be working
with below

Working with uncleared biologicals (register, documents and
controls)

Transfers and exports

If you are working with Genetically Modified Organisms (GMOs) the following documents need to be read and understood within 2 weeks of employment:

Date: _____

S/NZS 2243.3.2002 Safety in Laboratories Part 3:
Microbiological aspects and containment facilities

Relevant EPA/IBSC HSNO Act approval

I am aware of the additional controls

EPA/IBSC approval number: _____

Staff/student signature: _____

Date: _____

Lab Manager signature: _____

Laboratory Orientation

Staff: _____

Laboratory orientation conducted by: _____

Date: _____

Shown location and explained procedures of:

- | | |
|--|--------------------------|
| IBSC/EPA control (decision) documents – additional controls | <input type="checkbox"/> |
| Uncleared biological product audit sheets and BACCs | <input type="checkbox"/> |
| Culture collection records and BACC certificates | <input type="checkbox"/> |
| Containment and Transitional Manual (Version 1.7, June 2020) | <input type="checkbox"/> |
| Code of Practice HSNO (Version 6 February 2017) | <input type="checkbox"/> |
| Chemical inventory list | <input type="checkbox"/> |
| Tracked chemical list | <input type="checkbox"/> |
| Safety Data Sheets / ChemWatch website | <input type="checkbox"/> |
| Emergency exits and assembly point | <input type="checkbox"/> |
| Fire alarm point | <input type="checkbox"/> |
| Emergency contact list | <input type="checkbox"/> |
| Fire extinguishers | <input type="checkbox"/> |
| Fire blanket | <input type="checkbox"/> |
| First Aid kit | <input type="checkbox"/> |
| Chemical spill kit | <input type="checkbox"/> |
| Biological spill kit | <input type="checkbox"/> |
| Eyewash station | <input type="checkbox"/> |
| Vault / Accident/incident report forms | <input type="checkbox"/> |
| Biohazard waste disposal | <input type="checkbox"/> |
| Hazardous chemical collection | <input type="checkbox"/> |
| Visitors to the laboratory: Log book | <input type="checkbox"/> |
| Accompanied at all times in lab areas | <input type="checkbox"/> |

University of Otago Health and Safety website has 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*