

# Appendix 8

## Basic Laboratory Training Record Sheet (pink)



**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:**

	Date:
Orientation of the laboratory (refer page 2)	<input type="checkbox"/> _____
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:

	Date:
UOW HSNO Exempt Laboratory Manual (Version 6 February 2017)	<input type="checkbox"/> _____
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*