

# Appendix 5

## New Laboratory Staff Form



# New Staff Form

*This form is to be completed by all new laboratory staff on the first day of employment*

## University of Otago, Wellington Laboratories

**New Staff:** \_\_\_\_\_  
*(preferred user-name)*

**Sector:** \_\_\_\_\_  
*(if applicable)*

**Department:** \_\_\_\_\_

1. Please tick **ONE** option only:

I will be working in BRU, unsupervised

Yes  → **Purple form** **HSNO Manual + Chem training** **Biohazard Safety Manual** **C&T Manual + Bio training (+ GMO training if applicable)**  
No → next option

I will be working in BRU, supervised

Yes  → **Pink form** **HSNO Manual + Chem training** **Biohazard Safety Manual**  
No → next option

I will be working unsupervised with PC1 or PC2 materials

Yes  → **Blue form** **HSNO Manual + Chem training** **Biohazard Safety Manual** **C&T Manual + Bio training (+ GMO training if applicable)**  
No → next option

I will be working with chemicals in a HSNO Exempt laboratory

Yes  → **Blue form** **HSNO Manual + Chem training** **Biohazard Safety Manual**  
No → next option

I will be working in a HSNO Exempt laboratory

Yes  → **Pink form** **HSNO Manual + Chem training** **Biohazard Safety Manual**

2. Please enter your personnel details below:

Full Name: \_\_\_\_\_  
*(First Name) (Initials - optional) (Surname)*

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(New Staff)*

*A copy is to be passed on to the Laboratory Manager or Compliance Officer  
The original is to be retained by the Sector Manager or Laboratory Supervisor*

