Checklist for the induction of external staff and contractors into laboratories at the School of Life and Environmental Sciences (SOLES).

Purpose: This checklist is a guide for the local workplace induction of all people that need to access a laboratory at SOLES and that are not staff or students at SOLES. This includes, but is not limited to, internal and external contractors, tradespeople, cleaners, campus security, builders, staff of CIS, and visitors.

The checklist DOES NOT replace or substitute for an induction by the respective room custodian or by other qualified personnel (e.g. School Safety Officer, Building Warden, Building Manager).

NAME: ______________________ ORGANISATION: ______________________

DATE: _______________ BUILDING & ROOMS TO BE ENTERED: _______________

Introduction: SOLES houses a number of laboratories with restricted access including AQIS-approved premises and Physical Containment level 2 (PC2) labs. This checklist must be completed before entering a research or teaching lab at SOLES and must be renewed every 12 months. The completed checklist is to be handed to the building warden or room custodian, who is to email the form to soles.safety@sydney.edu.au. A copy of the form is to be given to the inductee.

☐ A local workplace induction has been completed (incl. explanation of emergency procedures) and all other requirements as detailed by the University are fulfilled.

☐ Immune compromised people (e.g. people with certain autoimmune diseases, infection with HIV, or taking immunosuppressive drugs) must not enter a PC2 laboratory. If in doubt, consult with your doctor.

☐ Women that are pregnant must not enter a PC2 laboratory.

☐ If you have been in a PC2 lab you may not be permitted to enter another lab or animal house on the same day. You must check with the respective room custodian before entering.

☐ CONFIRM with the room custodian that equipment / surfaces are decontaminated. If in doubt assume that all surfaces / objects (except door handles) are contaminated and wear appropriate gloves. DO NOT touch door handles or office equipment with gloves.

☐ Do not eat, drink or chew gum in a laboratory.

☐ Be mindful not to contaminate your tools (e.g. by placing on a bench or other surfaces).

☐ You are required to wash your hands before leaving a laboratory.

☐ Certain laboratories or types of work may require you to wear additional protective clothing such as as a gown, overshoes, safety glasses, or hearing protection. Discuss this with the room custodian before commencing work.

☐ Before throwing waste (including used gloves) in a bin, ask which waste bin to use. There are very specific regulations regarding waste disposal in a lab.

☐ Ask the room custodian before turning off equipment.