

HMRI PC2 Area Induction Checklist

Cleaner / Maintenance Personnel

This document is for inducting personnel who need access to the PC2 areas for the purpose of cleaning or for facility/equipment maintenance to ensure they are aware of requirements and existing hazards.

This checklist shall be completed before the person commences work in any PC2 laboratory or animal facility area. Personnel must verify they have received this information, and may be asked to confirm that they have understood it by way of questioning and demonstration. This record of induction should be kept by HMRI.

ITEM	CHECK (✓)
Describe facilities:	
PC2 restricted areas: These areas are certified by the OGTR (Office of the Gene Technology Registrar) in accordance with the Gene Technology Regulations and AS/NZS 2243.3: 2010.	
Authorized persons: The OGTR guidelines for a PC2 laboratory or animal facility (current version 3.2 – Effective 1 March 2013) describe the classes of authorized persons. Individuals performing gene technology work must be trained as per OGTR requirements. Those entering who do not intend to perform gene technology work must be authorized to enter by the Certification holder, the Facility Manager, or other representative of the Certification holder. See Laboratory access requirements below.	
Risks: 1) Note that pathogenic and/or genetically manipulated organisms and dangerous chemicals are handled in some laboratory areas. This is why you must not touch benches or equipment without permission. 2) Note that laboratory rodents are handled in some laboratory areas and you may wish to don a particle mask to prevent inhaling animal allergens in those areas.	
Laboratory Access requirements:	
The route to access labs has been described. Labs must not be used as thoroughfares if avoidable.	
No food (including chewing gum or lozenges), drink, or cosmetics application is allowed; long hair must be tied back; closed in shoes must be worn.	
Do not put rubbish/waste in lab bins – these all have specific purposes.	
Cleaners are to only clean hand-washing sinks, floors, and empty clean rubbish bins only.	
In the case of maintenance workers, the person performing the induction must advise the Lab Supervisor or Lab Manager of the access before any work commences and receive their approval, as certain areas have special requirements which may need to be pointed out by the Lab Supervisor or Lab Manager.	
Location of fire-fighting equipment demonstrated	
Location of first aid kits demonstrated	
Evacuation procedures demonstrated	
Location of emergency eye wash and safety showers demonstrated	
Personal Protective Equipment requirements: This will depend on area accessed and will be advised by the Lab Supervisor or Lab Manager.	
Hazard detection: If a spill is caused or found, a sharp item is found on the floor, or any other hazard is apparent, the cleaner or maintenance worker must contact HMRI Security.	
Decontamination requirements: Wash hands at hand-washing sinks before leaving PC2 areas.	

Inductee's Name: _____ **Signature:** _____ **Date:** _____

Inducted by: _____

Lab Supervisor/Lab Manager has been contacted for input/approval by person performing the induction.