



## **Biological Risk Management and Containment**

# **Contractors' Containment Laboratory Induction Form** *(Insert Name)* **Containment Facility**

## **Containment Laboratory Guidelines**

**Version 2- February 2021**

Approved by: Vice-Chancellor  
Document Owner: Associate Director, Health, Safety and Wellbeing  
Content Manager: Manager, Hazard and Containment

Version: 2  
Issue Date: 16 Feb 2021

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This document was originally Version 1 which was extensively reviewed and approved in February 2021.

## Record of Amendments to Version 2

Date	Page number	Nature of amendment

Approved by: Vice-Chancellor  
Document Owner: Associate Director, Health, Safety and Wellbeing  
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## 1. Introduction

The Ministry for Primary Industries (MPI) requires that all personnel entering containment laboratories have undergone documented training or are accompanied at all times inside the laboratory.

There are two types of containment laboratories in (*Insert name of building or complex*) - PC1 and PC2 laboratories. Personnel in these laboratories work with potentially pathogenic micro-organisms or replication-competent genetically modified organisms (GMOs) and therefore, strict procedures are required.

## 2. Procedures for PC1 laboratories

These rules are designed to supplement current University policies and legislation.

They do not replace or overrule any current or future regulations. This training does not replace faculty health and safety or other compulsory training.

- Report to the designated person in charge before commencing work.
- Give this person sufficient warning, to ensure the area is made safe for work.
- You must use your access card or your designated card. Do not give your card or key to anyone else. Do not borrow anyone else card or key.
- No eating or drinking in the laboratory.
- Open toed footwear is not permitted in the laboratory; this includes sandal, jandals and shoes that allow liquids through to the toes and skin.
- Any accident or incident must be reported using Damstra incident reporting system.
- Ensure the designated person in charge is kept up to date on work progress, especially if the work will take longer than a day.
- Close all panels and reinstate all ceiling tiles at the end of each day.
- Wash hands before leaving the laboratory.
- In the event of an emergency, follow the instructions of the designated person in charge.

### **3. Additional procedures for PC2 laboratories**

- Access is restricted to approved users only.
- Report to a technical team leader or technical manager before starting and after completion of work; they will direct you to the designated person in charge of the laboratory.
- Laboratory coats are to be worn and properly buttoned up in the laboratory.
- The lab coat must be removed when leaving the facility and left in the PC2 lab.
- Ensure hands are thoroughly washed before leaving the laboratory.
- Assume benches are potentially contaminated and disinfect bench surfaces if work requires contact with these surfaces.
- Any tools or tool bags are to be sprayed down before leaving the PC2 space. The designated person in charge will help with this.

### **4. PC2 Laboratory specialist facilities for animals and plants**

Unaccompanied access to these facilities is forbidden. There is signage on the outside of each of these facilities with contact names and numbers should you require accompanied access.



## 5. Declaration

1. I have read the above instructions and agree to abide by them at all times.
2. In the event of an emergency, I will follow instructions of the designated person in charge of the laboratory.
3. If I am unsure about any aspect of work in containment laboratories, I will seek clarification from the designated person in charge before proceeding.

Signed: \_\_\_\_\_ (Contractor)

Name: \_\_\_\_\_ (Contractor)

UOA ID (if any): \_\_\_\_\_

UPI (if any): \_\_\_\_\_

Company: \_\_\_\_\_ (Contractor)

Date: \_\_\_\_\_

**Attention!** This form expires in 1 year! A refresher must be done and signed on an annual basis as per MPI protocols.

Signed: \_\_\_\_\_ (Designated person in charge)