Health, Safety and Wellbeing
B529 C&M Laboratory Person In Charge Candidate Part 2: Laboratory Specific Training/ Assessment Checklist

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NEW ZEALAND

This is a guideline which can be modified by the laboratory manager or Principal Investigator accordingly.

	NAME OF PIC Candidate	
	UoA ID NUMBER	
	Email Address	
	Lab assigned to PIC	
	Trainer/ mentor (Principal Investigator and/ or Laboratory manager)	Laboratory manager to be informed prior to proposed training
	External Reviewer	This is the person responsible for section B
	Laboratories trained in	Training to be provided in the laboratory the PIC Candidate will be assigned to.
	Restrictions (if any)	PIC Candidate could be restricted for a particular student or experiment

A	Specific Workplace Introduction	Comments
A1	Ask the PIC to show locations of first aid kits, eye wash stations, spill kits, emergency alarm and exit route	Need to confirm PIC Candidate can correctly identify these
A2	Ask the PIC Candidate to identify hazards	Need to confirm PIC Candidate can correctly identify these

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A3	Identify and Explain any additional particular Risks associated in the laboratory	An adjunct to A2..i.e explain to the PIC any missed risks or hazards
A4	Explain and document the training required for the risks	This should be incorporated into the PIC HAZOP but there may be other users in the laboratory with different HAZOPS which need to be acknowledged
A5	Identify risks and the required competencies then at suitable times assess the PIC candidate competencies (this needs to be documented and attached to this form)	Documenting risks with demonstrated competencies is the "new" norm. Where techs have provided instrument training this can be included.
A6	Has the PIC Candidate spent at least a week in your laboratory and what mentoring have you provided over this time	Time is Arbitrary but needs to be documented. Obviously PIC Candidate and laboratory dependent
A7	Are you satisfied the PIC Candidate has the competencies to respond to an emergency in your laboratory	Adjunct to A5
A8	Are there any restrictions for the PIC candidate	Re-consider restrictions. This could be for after-hours work only
A9	If the PIC is working after hours how often will you (the Principal Investigator) meet with the PIC candidate to review their HAZOP[1]	Important the Principal Investigator mentor and review HAZOP of the PIC undertaking after hours work [1] HAZOP as per C&M H&S webpage
A10	In your absence who should the PIC contact?	
	Other items?	
B	**External Assessment (to be undertaken by HOD or nominee)**	**Comments/ Date Completed**
B1	Present a hypothetical situation (available on Cards) and ask the PIC candidate to respond	Cards to be developed by C&M H&S committee
B2	Ask questions relating to SMoU (available on cards)	Cards to be developed by C&M H&S committee
B3	Question to confirm the PIC understands responsibilities	

B4	Other assessment questions or demonstrations of particular competencies	If required, document

	NAME	SIGNATURE	DATE
PIC Candidate. I declare that I have been inducted in accordance with the above sections, and that if I have any further questions about the work area, I will ask my Principal Academic supervisor or laboratory manager.			
Principal Academic supervisor and Laboratory manager I consider the above PIC Candidate has fulfilled the Part 1 and 2 requirements and recommend the HOD approve accordingly			
HOD I approve the Candidate to become a PIC with conditions contained in this document.			

The original form should be retained in the C&M PIC workplace register.