

This Facility Induction and Authorisation Form must be completed and signed before access is granted.

If applicable, please complete the Specialist Requirements section before your physical induction to the facility and email form to naish@csu.edu.au. You will then be scheduled for induction and notified of a time.

User	
Supervisor	Faculty/School/Unit

General requirements

Inductee to read required literature before induction (tick when completed)

Chemical Management

I understand that I am required to complete a documented risk assessment with reference to the Manufacturer's Safety Data Sheet for all the chemicals I use and store prior to purchase and I am required to comply with the requirements for working with chemicals as outlined in the Faculty of Science Chemical Storage Guidelines and Chemical Labelling Procedure

Faculty of Science Chemical Storage Guidelines

http://www.csu.edu.au/data/assets/pdf_file/0019/151624/Chemical-Storage-Guidelines.pdf

Chemical Labelling Procedure

<https://www.safeworkaustralia.gov.au/system/files/documents/1705/mcop-labelling-workplace-hazardous-chemicals-v3.pdf>

I will adhere to the Faculty of Science procedure to purchase all chemicals I work with through the Laboratory Store.

Faculty of Science Laboratory Store link:

<http://farrer.csu.edu.au/labstore/>

I have completed the online ChemFFX training (no log in required).

ChemFFX training link:

<http://jr.chemwatch.net/8uehfjnkzdf8r/>

I have access to CSU ChemFFX and understand I must maintain accurate manifests for the chemicals I work with.

To request ChemFFX access, email chemsafety@csu.edu.au

I will provide the Facility Manager with copies of all manifests, risk assessments, Safety Data Sheets and SWPs relating to the chemicals I work with both now, and in the future.

Waste Management

I understand that I am required to risk assess waste associated with my project work through the completion of risk assessments and Safe Work Procedures and that these procedures must comply with the Faculty and Facility guidelines and procedures.

Faculty of Science Waste Guidelines:

http://www.csu.edu.au/data/assets/pdf_file/0007/179674/Waste-Guidelines.pdf

Specialist requirements

Inductee to read required literature before induction	(tick when completed)
---	-----------------------

Authority for PC2 facility access

I have read and understood the Guidelines for Certification of a Physical Containment Level 2 Laboratory as outlined at <http://www.ogtr.gov.au/internet/ogtr/publishing.nsf/Content/guidelines-1>

I have been trained in accordance with the Behavioural Requirement in Part C of the Guidelines for Certification of a Physical Containment Level 2 Laboratory and have provided signed documentation

I have read and understand Australian Standard AS/NZS 2243.3
<http://www.csu.edu.au/faculty/science/technical/sites>

I understand I am required to work in accordance with the OGTR Guidelines and the associated Australian Standards AS/NZS 2243.3

I understand that I must comply with the requirements for individual workers as outlined in the PC2 Laboratory Manual, the Faculty of Science Awareness Guide, the CSU Biosafety Manual and the CSU Radiation Manual (where appropriate).

Faculty of Science Awareness Guide
<http://www.csu.edu.au/faculty/science/technical/procedures-forms>

Biosafety Manual
<http://www.csu.edu.au/division/deputyvc/rdi/ethics-and-compliance/biosafety/forms-and-resources>

I will provide the Facility Manager with copies of all risk assessments, GMO dealing approval letters, licence requirements, SDS's and SWP's relating to the work I intend to carry out in the facility

Authority for QAP access

I have fulfilled the requirements for PC2 laboratory access as per authority for PC2 facility access (above)

I have completed the DA Quarantine Awareness and Quarantine Approved Premises for Accredited persons (Classes 2 to 9) training and submitted copies of the certificates to the Facility Manager
http://www.iwgg.com.au/app/MainFrame.asp?LOG_OUT=TRUE

I hold current accreditation to work in a QAP facility (re-accreditation due every 2 yrs)

I understand that I must comply with the documentary requirements and general policies as outlined at <http://www.daff.gov.au/biosecurity/import/general-info/gap>

I will provide the Facility Manager with copies of all risk assessments, permits, QAP dealing approval letters, licence requirements, SDS's and SWP's relating to the work I intend to carry out in the facility

Authority for Radiation facility access

I have a current NSW EPA Radiation Licence Certificate and have submitted a copy of the certificate to the Facility Manager, **OR**

I am a student working under a supervisor with an exemption authority and I have submitted a copy of RSC 9 form exemption to the Facility Manager

I understand that I am required to comply with the requirements for individual workers as outlined in the CSU Radiation Manual
Radiation Manual
http://www.csu.edu.au/acad_sec/committees/radiation/radiation_safety_manual.htm

I acknowledge I understand and will abide by the requirements as outlined above.	Signature: _____
--	------------------

To be completed by Facility staff at induction

Induction requirements

The facilitator must explain the following to all inductees:	(tick when completed)
Access requirements - normal & after hours	
Fees: Access fees, equipment fees.	
Risk assessments	
Safe Working Procedures (SWP)	
Personal protective clothing and equipment: selection, use and maintenance	
Safety equipment: location, use and operation	
Facility records: FOS awareness guide, facility manual, training records	
Equipment: General / specialist equipment training. Booking equipment. Equipment log books.	
Registers: Chemical, Biohazard, Radiation, Schedule 8 Drugs, ChemFFX	
Chemical storage	
Sample storage: appropriate location (cold storage), appropriate containers.	
Safety Data Sheets	
Waste disposal system	
Facility Emergency Response Plan	
Evacuation and emergency procedures	
Facility licensing conditions e.g. OGTR certified, QAP, Radiation, PC2	
Office area	
Local WHS web resources http://www.csu.edu.au/faculty/science/technical/home http://www.csu.edu.au/faculty/science/technical/procedures-forms http://www.csu.edu.au/division/hr/health-safety-wellbeing/risk-management	
Additional requirements (add any other local laboratory-specific details here)	

Induction Completed for Areas

	Office Area		Waste Area		Teaching Labs		PC1
	PC2		Radiation Labs		QAP		QAP Glasshouse

Induction facilitator:	Signature:
Date induction completed:	

Facility manager :	Signature:
Date access granted:	