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| **Access information** |
| **I understand I am required to have completed all induction and training activities and submitted all documentation in order to gain access to the facility:**  Once all forms and online training has been completed, email forms and certificates to [nalsh@csu.edu.au](mailto:nalsh@csu.edu.au) to be assessed and approved. |

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| **Induction requirements** *(check when completed)* |
| Training is held every fortnight, this can be done either before or after the forms are completed.  Building and PC1 inductions are required by everyone, PC2 is required if you are working in the PC2 lab. |
| Building induction  Physical Containment 1 (PC1)  Physical Containment 2 (PC2) |

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| **Online training requirements** *(check when completed)* |
| Everyone needs to complete the below: |
| To gain login access to ChemFFX and ELMO training forward you email, CSU username and staff number to NaLSH. Directions for completion via the Biosafety Interact 2 are include on page 2 of this checklist.  ChemFFX  Chemicalsafety@CSU (ELMO)  Biosafety 1 |
| Those working in **PC2** or the **QAP** facilities, also need to complete Biosafety 2 training.  Biosafety 2 |

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| **Paperwork** *(check when completed)* |
| Everyone needs to complete the below: |
| Facility application and induction (bring this form with you to your building induction).  WHS generic risk assessment form.  **All forms have been signed by your supervisor.** |

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| **Complementary paperwork** *(check when completed)* |
| Complete only IF your project relates to them. |
| Working with micro-organisms? Complete ‘Microbiological risk assessment’.  Working with hazardous substances? Complete ‘Hazardous Substances risk assessment’ and provide relevant SDS’s.  Need after hours access? Complete ‘Working after hours or alone’.  Joining a current project? Ask supervisor to complete ‘Add personnel to existing project’.  Working with radiation? Contact the [Radiation Safety Committee (RSC)](https://research.csu.edu.au/ethics-and-compliance/radiation-safety/forms-and-resources) for the relevant approval forms. The RSC approvals and Risk Assessment forms need to be emailed to [nalsh@csu.edu.au](mailto:nalsh@csu.edu.au)  **All forms have been signed by your supervisor.** |

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| **How to complete the biosafety certificate 1 and 2** |
| 1. Go to Interact 2 (<https://interact2.csu.edu.au>). 2. Click the Organisations tab (on the right).      1. Type CSU BIOSAFETY SITE in the search bar and click GO.      1. Move your mouse over the little drop down arrow (1) next to O-CSU\_BIOSAFETY\_SITE, a window will pop up, then click Enrol (2).      1. Access code is BIOSAFE, then submit.      1. Email your certificate to [nalsh@csu.edu.au](mailto:nalsh@csu.edu.au) |