

Contractors Induction Flowchart for Restricted PC2, Radiation and other High Risk Laboratory Spaces

Contractor complete UoN Registration & Induction in Beakon to create active profile

Note- Contractor is assigned a University Representative



Complete restricted Space Induction for Contractors

NOTE - PC2 Laboratories are regulated by The OGTR (Office of Gene Technology Regulator) and they have specific requirements of operation that if not followed may result in a **BREACH** resulting possible action taken by OGTR resulting in disciplinary action against the university and contractor, and loss of certification/s

Note – Radiation and X-Ray facilities may require supervision by the Managers or Supervisors of those areas

Note – some laboratories contain High Risk Equipment, DG/Hazardous Chemicals or Biological agents that may cause permanent injury, harm to health, death, or be accidentally released into the environment



Contact Lab Manager / PI / Area Manager

Note – It is essential to plan maintenance or other works with the people who work in and manage these areas. This must be done by undertaking the following

- **Contact** the lab manager / PI or other nominated representative to inform them of the work that is required to be undertaken
- **Schedule** a date/time that allows experiments to be planned around the works, that allows appropriate decontamination of work area, allows suitable time to notify staff/students working in the area
- **Provide** estimated duration of works to be undertaken
- **Provide** details/scope of works to determine if PC2 certification requirements will not be maintained so a Suspension Application can be submitted to OGTR. Note – no work that requires a suspension can be undertaken until that suspension is received in writing from OGTR. This may take several days.
- **Urgent works** should be planned with the help of Central WHS Team, Chair of the IBC (Institutional Biosafety Committee) for PC2 labs, lab contacts for other lab spaces

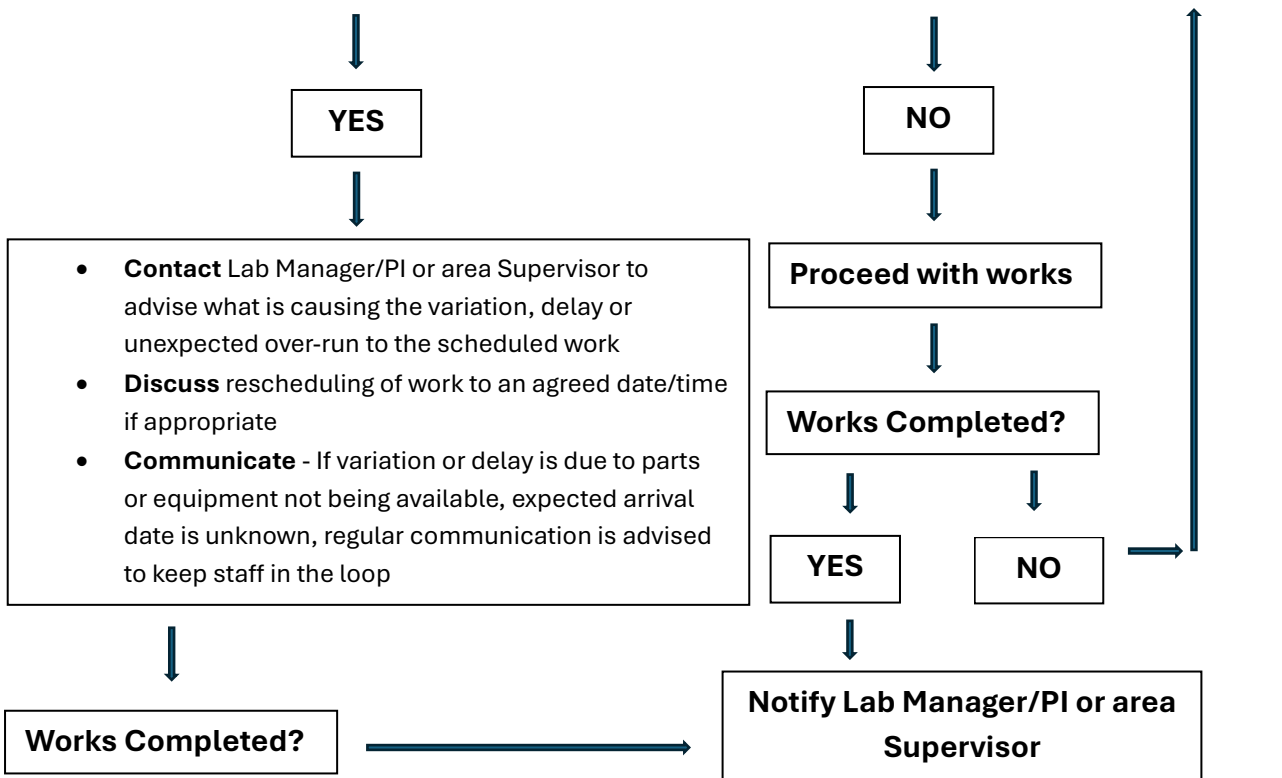


Site Specific Inductions

- Some laboratories or workspaces may require a site specific induction
- You may only be aware of this induction if you have contacted the area when planning the work
- If you turn up unannounced to the laboratory or workplace, you may be turned away as there is no one available to conduct the site specific induction for you, thus you have wasted time in doing so
- **Remember that good communication is essential in planning work in these areas**



Variation, Delay or Over-run to Scheduled Works Date/Time?



Contacts

- **Your University Representative – number provided to you**
- **IFS (Infrastructure Facility Services) 02 4921 6500**
- **Security 02 4921 5888**
- **Health, Safety & Wellbeing Team HealthAndSafety@newcastle.edu.au**
- **Research Facilities & Infrastructure researchfacilitiesandinfrastructure@uonstaff.edu.au**
- **Other Lab and Workplace contacts – these details will be made available by your University Representative at time of your Restricted Space Induction. Keep detailed records of these contacts.**