The Writing Safe Work Procedures Guideline (OHS027) should be consulted to assist in the completion of this form.

**Safe Work Procedure Title and basic description**

**Title:** Orientation for new staff/students (replaces A1.3)

**Description:**

Associated risk assessment title and location: Administrative, No Risk associated

**Describe the activity or process**

This document covers the initial training that must be completed by all new staff and students at the Oncology Research Centre (ORC).

Before commencing laboratory work, all individuals are obliged to attend an orientation session conducted by their supervisor and/or the OH&S Representative. This session will cover OH&S, general laboratory protocols and compliance.

During this session individuals will be issued with a copy of this checklist specifying documentation to be read, and training to be undertaken. This checklist must be completed within 6 weeks of orientation, except in the event that training courses are unavailable; enrolment in training courses must at least be completed. It is the responsibility of supervisors to ensure that this deadline is met. After completion, the checklist must be given to the OH&S Representative.

UNSW staff will receive additional documentation from UNSW Human Resources. The Director of the ORC or the individual’s supervisor will assist with its completion.

Finally, matters pertaining to the handling of genetically modified organisms (GMOs) are dealt with separately and individuals must contact the PC-2 facility manager to arrange the necessary training. **No work can be carried out in the PC-2 laboratory until the in-house induction has been completed.**
ONCOLOGY RESEARCH CENTRE (ORC) CHECKLIST
OHS, general laboratory protocol and compliance (tick when complete)

1. ORC hierarchy and lines of communication

2. ORC documentation systems
   (e.g. facility manuals, ordering, incident reporting, human resources)

3. SESIAHS Occupational Health & Safety documentation

4. UNSW Occupational Health & Safety documentation

5. The location and use of safety equipment
   (e.g. fire equipment, spill kits, respirators, first aid kits, eyewash and drench stations)

6. Waste management

7. ORC Emergency Procedures

8. Material Safety Data Sheets (MSDSs)

9. The ORC hazardous chemical inventory

10. The ChemAlert database

11. Safe Work Procedures (SWPs)

12. Email and Internet services of the POWH and UNSW

13. The UNSW Risk Management Unit (RMU) website

14. The Office of the Gene Technology Regulator (OGTR) website

(Continued….)
TRAINING COURSES:

(All UNSW courses listed below are offered at no cost by the Risk Management Unit to all UNSW staff and Students. A cost is incurred by hospital staff and will be paid by the department.)

Compulsory:

The POWH sessions are held at intervals; notification will be sent by e-mail, and details will be posted on the whiteboard in the vestibule.

1. POWH Annual Mandatory Education Sessions (including OH&S) ……
2. POWH Annual Fire Safety Training ………………………………………
3. ORC PC-2 Laboratory Induction ………………………………………...
4. UNSW Laboratory Safety Awareness …………………………………
5. UNSW OH&S Awareness …………………………………………………
6. UNSW PC-2 Training ………………………………………………………
7. UNSW Hazardous Substances Training ………………………………

Project-specific:

1. Gene Technology Research (OGTR; ORC version) …………………
2. Gene Technology Research (OGTR; UNSW) ………………………
3. Animal Handling ……………………………………………………………
4. Radioactive substances handling ………………………………………

Is there any other training that you require?
(This does not include experimental/scientific training)

(Continued….)
You must read the following documents and sign where required:

1. ORC Administrative SWPs (prefix A) ................................................................. 
2. POWH safety manual and emergency plans ............................................... 
3. SESIAHS/UNSW policies on the use of email and the Internet ........ 

Once you have your internet access, access and read the following policies:


Name: 

Staff/student number: 

Orientation date: 

Date for completion of checklist (6 weeks): 

All relevant tasks have been completed.

Signature: Date: 

Supervisor’s signature: Date: 

Supervisory approval, training, and review

<table>
<thead>
<tr>
<th>Supervisor: Pamela J. Russell</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant custodian: Pamela J. Russell</td>
<td>Signature</td>
</tr>
</tbody>
</table>

List competency required – qualifications, certificates, licencing, training - eg course or instruction:

N/A

SWP review date: 22/01/09 Responsibility for SWP review: Elizabeth Kingsley
**List all resources required including plant, chemicals, personal protective clothing and equipment, etc**

Not applicable

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**List potential hazards and risk controls including specific precautions required**

None associated

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**List emergency shutdown instructions**

Not applicable

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**List clean up and waste disposal requirements**

Not applicable

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**List legislation, standards and codes of practice used in the development of the SWP**

Based on UNSW OHS guidelines, PC2 regulation, OGTR regulation

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**Supervisory approval, training, and review**

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<thead>
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