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:** Visitor safety induction checklist (replaces A2.2)

**Description:**

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

**Describe the activity or process**

This safety checklist is to be used for any visitor or contractor spending short periods of time at the Oncology Research Centre (ORC). An example of a **visitor** is a work experience student, a staff member from another lab or a company representative performing a demonstration. **Contractors** include those carrying out repairs or servicing equipment, and maintenance personnel.

Before visitors or contractors commence any work at the ORC, it is essential that they be instructed about the safety aspects of our laboratory. It is also important to advise them about the safety aspects of the work they will be performing whilst under our supervision.

**Procedure:**

1. Obtain a copy of the checklist from the Occupational Health & Safety Representative.
2. If the visitor will be working in the PC-2 facility speak with the facility manager to discuss training requirements appropriate for the visitor’s length of stay. **NB:** It is advised that you do this **at least one week before** the visitor arrives to allow for scheduling of training sessions.
3. Return the completed checklist to the Occupational Health & Safety Representative for filing in our training documentation folder.
What you should know…

❖ The Occupational Health and Safety Act 2000 requires that the controller of the workplace must ensure the health, safety and welfare of visitors to the workplace, including contractors.
❖ The Gene Technology Act 2000 requires that all facility personnel be trained in the requirements of the OGTR PC2 Laboratory Facility Guidelines. Only trained personnel are to work in the PC2 facility, to clean contaminated equipment and surfaces, or to handle hazardous materials.
❖ To be completed by the visitor/contractor and their supervisor.
❖ This document is valid for a period of two years.

Name:

Date of first visit to the ORC:

Induction performed by:

Nature of visit (e.g.: experimental, equipment repair):

Supervisor during your visit:

Laboratory you will be working in (please tick):

Main laboratory/Immunohistochemistry

PC-2 laboratory

Note: the PC-2 facility is a restricted facility. You will be required to undergo separate training with the PC-2 facility manager prior to working in this laboratory. Will this be required for your visit? YES or NO

(Continued…)

Conditions of Access

1. Enclosed footwear and gowns are to be worn at all times.
2. Gloves and gowns are not to be worn in the foyer or office areas.
3. Hands must be washed prior to leaving the laboratory.
4. Relevant Safe Work Procedures (SWPs) and Risk Assessments (RAs) must be accessed and read for methods and use of specific equipment.
Do you know the location of the following? (Please tick)

1. Emergency exits ..........................................................□
2. Emergency showers .....................................................□
3. Eyewash stations .........................................................□
4. Emergency phone numbers ...........................................□
5. First aid stations/first aid officers .................................□
6. Location of clean lab gowns ..........................................□
7. Location of SWP and RA documents ..............................□
8. Locations of MSDSs .....................................................□

I have read and understand the conditions of access above.

Signed: 
Date:

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**Supervisory approval, training, and review**

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

List potential hazards and risk controls including specific precautions required

None associated

List emergency shutdown instructions

Not applicable

List clean up and waste disposal requirements

Not applicable

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

based on UNSW OHS guidelines, PC2 regulation, OGTR regulation

Supervisory approval, training, and review

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SWP review date: Responsibility for SWP review: