

This training material contains the behavioural requirements for contractors accessing and working within Physical Containment Level 2 (PC2) facilities at the University of Adelaide.

All persons working in PC2 containment facilities must comply with relevant behavioural requirements, even where they are not handling GMOs or microorganisms.

Read the information below, then complete page 2 of this form and submit it to the Facility Manager(s).

PC2 Conditions

1. Entering a PC2 Facility	
<input type="checkbox"/>	Only contractors/maintenance staff who have completed a PC2 record of training are allowed to enter and work in PC2 facilities.
<input type="checkbox"/>	“Emergency Only” exits must not be used to enter or exit the facility, except in an emergency.
<input type="checkbox"/>	Do not commence any work in any PC2 facility without first notifying the facility manager and facility users that you are in the area, and notifying them of the type and extent of work to be undertaken. In some cases, special decontamination may need to be completed before you commence, or permission from a Commonwealth Regulator may be required first.
<input type="checkbox"/>	Do not enter the facility unless you are wearing enclosed shoes (footwear that covers the toes, upper foot, and heels).
<input type="checkbox"/>	Following entry, you must close the facility door behind you. Doors of the facility must be kept closed unless you have direct permission from the Facility Manager to keep them open. Do not prop doors open, this includes self-closing doors.
<input type="checkbox"/>	Immediately following entry, you must put on required Personal Protective Equipment (PPE). <ul style="list-style-type: none"> • For all facilities this will include wearing a long-sleeved laboratory gown or coat as directed by the Facility Manager. • If you are performing maintenance on a biosafety cabinet, you must wear gloves. • For laboratory rodent animal facilities, wear PPE as directed by facility staff - extra PPE including hair nets and face masks are required. • Wear any other PPE needed as indicated in risk assessments and local safe operating procedures (SOPs).
<input type="checkbox"/>	Maintenance personnel and contractors must be notified of any biological hazards in the laboratory by facility managers or staff working in the area.
<input type="checkbox"/>	Eating, drinking, chewing gum, and preparing or storing food or drinks for human consumption is not permitted in PC2 facilities.
<input type="checkbox"/>	Smoking, vaping, applying cosmetics (including lip gloss or sunscreen), and handling contact lenses is not allowed within PC2 facilities.
<input type="checkbox"/>	Windows must always be kept closed and secured.
<input type="checkbox"/>	Mobile phones must not be used inside of the PC2 facility. If you need to use your phone, you will need to remove PPE, wash your hands and leave the facility to do so.
<input type="checkbox"/>	Personal devices such as headphones and earbuds must not be worn in PC2 facilities.

<input type="checkbox"/>	Laboratory benches and trolleys are not to be used for storing tools and items brought into the facility by contractors or maintenance staff. If you need to place items on a flat surface, request a clean trolley from facility managers.
<input type="checkbox"/>	Do not move any items or equipment on laboratory benches, in biosafety cabinets or fume hoods, etc. If an item is in your way, ask facility managers or facility staff to move the items and decontaminate the area for you before you start work.
<input type="checkbox"/>	Do not remove any items from the facility other than your own tools, equipment, etc. Leave rubbish in the facility for facility staff to deal with.
<input type="checkbox"/>	If you accidentally knock-over and spill any samples in a PC2 facility, damage animal cages, knock-over plant pots, etc., please leave the area, close the door and notify the facility managers as a matter of urgency. Do not attempt to clean up spills or attempt repairs yourself – specialist procedures must be followed.
<input type="checkbox"/>	Before exiting a PC2 facility you must remove all PPE that has been supplied to you within the facility.
<input type="checkbox"/>	Hang your gowns on a 'guest' hook, or place your gown in a designated laundry basket. If you have been wearing disposable gloves, hairnets or shoe covers, place these in the bins provided in the facility.
<input type="checkbox"/>	Wash your hands with soap and water at a handbasin or use hand sanitiser provided within the facility before you exit.
<input type="checkbox"/>	Make sure that the door of the facility is closed behind you as you leave. If you are the last person leaving, make sure that the door is locked or secured.

Your details

This section must be completed by the person undertaking the training.

First name:		Employer:	
Last name:			
Declaration: By signing this form, I acknowledge that I have read and understood the behavioural requirements above as is required in accordance with the Gene Technology Act 2000. I understand and agree to comply with my obligations in relation to these guidelines.			
Signature: Entering initials is acceptable if submitting this document electronically			
Date:			