Containment Facility Training Strategy

1. Introduction

This document outlines the approach taken by Griffith University to train researchers, staff and other persons to work safely within the containment laboratories and animal facilities. The training strategy employs a combination of resources to provide users with comprehensive information, instruction and supervision together with assessment to confirm competency.

2. Training Strategy Overview

The general approach to laboratory and animal facility training taken at Griffith University is based on the training pyramid (refer to Figure 1). Initially a broad range of general information is provided to participants in order to confirm a broad level of understanding and awareness.

Upon completion of this pre-requisite training, participants become eligible to complete facility specific inductions including equipment training that progressively build on their knowledge and level of understanding. Once the facility specific inductions are complete, supervised access is granted and further direct instruction is provided by senior researchers or appropriate delegate on the procedures and techniques specific to the project being undertaken. Once a trainee has been able to consistently demonstrate safe and competent practice, the Principal Investigator (or their delegate) in conjunction with facility management may agree to grant unsupervised access.

Figure 1: Training Pyramid demonstrating training progression.

A. Awareness Training

All researchers, staff and other registered persons intending to undertake dealings within laboratories and/or animal facilities are required to complete a number of online training modules. These modules have been developed and implemented by Griffith University to ensure facility users have a good understanding and awareness of facility safety and operational issues. Topics such as legislation, risk management, facility hazards, emergency procedures as well as the roles and responsibilities of all stakeholders is introduced through a series of online training modules that progressively increase in complexity. Each training module requires the completion

of an online assessment quiz. The training modules are hosted on "learning@griffith" (Blackboard) and are accessible 24/7 to all staff, students and visitors. Upon successful completion of each training module the participant is provided with a certificate. All registered users, regardless of their laboratory/animal facility experience or qualifications, are required to renew their online training every two (or three) years to ensure their knowledge remains current.

All researchers, staff and other registered user working in Biological Physical Containment Laboratories and/or animal facilities must complete the following online training modules:

- Health & Safety Induction
- Laboratory & Workshop Safety
- General Biosafety
- Genetic Biosafety (if relevant)
- Quarantine Biosafety (if relevant)

A summary of the topics covered in laboratory online training modules is listed below:

Health & Safety Induction Module	**Laboratory & Workshop Safety Module**
Introduction	Introduction
Importance of Health & Safety	Roles & Responsibilities
WH&S Legislation	Laboratory User Obligations
Working Safely at Griffith	Managing Risks
Training & Resources	Emergency Procedures
Your Responsibilities	Incident & Injury Reporting
Manager/Supervisor Responsibilities	Safety Equipment
Due Diligence	Personal Protective Equipment
Breaches of WH&S Legislation	Authorised Access
Griffith H&S Structures	Risks of Working Alone/After Hours
Health & Safety Committees	Good Housekeeping
Hazards in the Workplace	Record Keeping
Reporting Hazards	Health Surveillance
Reporting Incidents	Plant & Equipment Hazards
Reporting Injury or Illness	Electrical Hazards
Reportable Incidents to WHSQ	Sharps Hazards
Accidents & First Aid	Chemical Safety Requirements
Fit for Work	Dangerous Goods
Smoking	Scheduled Substances (Drugs & Poisons)
Workers Compensation & Rehabilitation	Gas Cylinder Hazards
Staff Counselling	Cryogenic Liquid Hazards
Risk Management Process	Biological Hazards
Communication & Consultation	Waste Disposal
Identify the Risk	Radiation Hazards
Analyse the Risk	Ionising Radiation
Treat the Risk	Non-Ionising Radiation
Monitor & Review	Laser Safety
Recording the Risk Management Process	Module Summary
Module Summary	Competency Assessment
Competency Assessment	

General Biosafety Module	Genetic Biosafety Module	Quarantine Biosafety Module
Introduction	Introduction	Introduction
Roles & Responsibilities	Roles & Responsibilities	Roles & Responsibilities
The University Biosafety Committee	The University Biosafety Committee	Legislation & Standards
Legislation & Standards	Legislation & Standards	Biological Material subject to Quarantine
Classification of Biological Hazards	What are GMO Dealings	Terminology
Physical Containment	Types of Dealings	Import Permits
Containment Facilities	OGTR Certified Facilities	Import Permit Conditions
Facility Induction	Facility & Fitting Requirements	Importing Quarantine Material
Work Practices	Certification Obligations	Procurement Procedure
Personal Protective Equipment	Work Practices	Quarantine Approve Premises
Working with Human, Animal & Plant Cells	Decontamination	Containment level of Quarantine Facilities
Health Awareness	Personal Protective Equipment	Accredited Persons
Containment Equipment - Biological Safety Cabinets	Labelling	Quarantine Signage
Containment Equipment - Centrifuges	Approved Equipment	Facility Manual & Standard Operating Procedures
Other Laboratory Equipment	Sterilisation	Security & Storage of Quarantine Material
Chemical Disinfectants	Spills & Unintentional Release	Labelling
Biological Spills	Transport of GMOs	Isolation of material
Sharps	Sharps	Imported Goods Pathway
Biological Material Transport Requirements	Storage of GMO Material	General Equipment
Storage	Disposal	Containment Equipment
Disposal	Inspections	Quarantine Transport Requirements
Module Summary	Module Summary	Treatment of Quarantine Waste
Competency Assessment	Competency Assessment	Quarantine Spills & Response
		Pest Control
		Traceability
		Disposal Records
		Contingency Plans & Emergency Events
		Quarantine Audis & Inspections
		Module in Review
		Competency Assessment

B. Facility Specific Training

Facility specific training includes the completion of a facility induction[s] that details the operational procedures, safety and emergency equipment, physical fixtures and other laboratory/animal facility rules. The training includes instruction on emergency procedures, record keeping, waste handling and management and on the operation of general

equipment throughout the laboratory and/or animal facility. The facility induction is normally undertaken by the laboratory or animal Facility Manager or their delegate. Evidence of the successful completion of the relevant online training modules must also be provided before a user can undertake the facility induction.

A typical Laboratory and/or animal facility induction includes a comprehensive facility tour including detailed instruction on the following aspects of the facility operation:

- Entry and exit procedures;
- Responsibilities;
- Health management and illness reporting;
- Incident and hazard report;
- Emergency Response and contingency plans;
- Electrical safety;
- Safe Work Practices;
- Requirements for PC3/QC3 Laboratories;
- Requirements for PC3/QC3 Animal Facility;
- Microbiological and/or chemical spills;
- Personal protective equipment;
- Containment equipment and other relevant equipment;
- Cleanliness and hygiene practices (including chemical disinfectants);
- Labelling and storage of PC3/QC3 materials;
- Decontamination and disposal of waste;
- Transport of PC3/QC3 materials;

C. Project Specific Training

Once a trainee has been fully inducted into a facility their project specific training can commence. Principal investigators or their delegate, in conjunction with Facility Managers undertake training in procedures and techniques specific to their project. This training may include detailed instruction on instruments and other equipment, decontamination and aseptic techniques, handling of sharps and other hazardous materials or animal procedures. Instruction is also given on health monitoring, licence conditions and any other issue relevant to the project. Close supervision is provided until such time as a trainee can demonstrate comprehensive knowledge, understanding and practical competence in all facility and project procedures. Ongoing monitoring of registered users is also undertaken. In the event of an incident, near miss or other procedural breach the registered user would be required to undergo retraining and may result access and/or unsupervised work be revoked.