

Training Specific for PC3/QC3

Containment Facilities

1. Introduction

This document outlines the training requirements for researchers, staff, or other persons needed to obtain approval to undertake dealings within the PC3/QC3 containment laboratories and/or animal facilities at Griffith University. The training requirements are based on the university's training strategy which employs a combination of resources and techniques to progressively build understanding, experience and competence to ensure users can work safely and meet all compliance obligations within certified facilities.

2. PC3/QC3 Training Approach & Resources

i. Pre-requisite Training and Experience

Before a researcher, staff, or other persons is eligible to undertake PC3/QC3 training they must first have successfully completed PC2 training and have experience working within PC2 containment facilities. Specifically, they must have completed all relevant awareness training including the Health & Safety, Laboratory and Biosafety online training modules. They must also have undertaken relevant facility specific inductions and be able to demonstrate knowledge and understanding of containment facilities, work practices, standards and legislation. Discussion between the previous project supervisor and senior researcher/ facility management may also be considered when assessing the suitability of a candidate to undergo PC3/QC3 facility training. The completion of other prerequisite training may also be applicable such as the online Quarantine safety module and the Department of Agriculture Quarantine Accredited Persons Training (online external provider).

ii. Theoretical Induction

Once a researcher, staff, or other person is considered eligible to undertake further training in preparation of working within a PC3/QC3 facility, they must complete a theoretical induction detailing the conditions and obligations of working in a high risk facility as described in the facility manual including familiarisation with all projects and associated risks within the facility.

The Training includes:

- Responsibilities and obligations of the registered user;
- Conditions of entry to the facility;
- Approved projects, including organisms and associated risks;
- Facility construction and design;
- General facility information and processes;
- Requirements for containment facilities with reference to relevant Australian Standards, OGTR guidelines, Department of Agriculture Quarantine criteria and any other relevant legislative requirements;

- Facility maintenance, annual testing and record requirements;

This training is conducted by the relevant Facility Manager in conjunction with the UBC and Biosafety Advisors, or other relevant parties, as necessary. Where the registered users will require the use of both the Laboratory and Animal House, training will be conducted in one session, with all relevant Facility Managers. At the completion of the theoretical instruction, an assessment quiz will be completed, which will give an indication of the level of understanding. Practical activities will also be conducted to enhance understanding such as demonstration of entry/exit, hand wash, disposal, spill, record keeping and other procedures. This training is conducted on the Annual PC3/QC3 User training day for all users. In the event a person is unable to attend the annual group session, an individual training session would be arranged and conducted.

Completion of all training requirements does not guarantee the registered user will be granted unsupervised, independent access. There may be a period of time where the registered user must undergo supervised training in the Laboratory and/or Animal Facility until they are deemed competent. This period of time will depend on previous experience and training the registered user has received and will be assessed on a case-by-case basis by the relevant Facility Manager, in consultation with the Project Leader and the Supervisor. If required, the UBC will also be consulted for advice.

The following flow chart outlines the PC3 Training process (Figure 1).

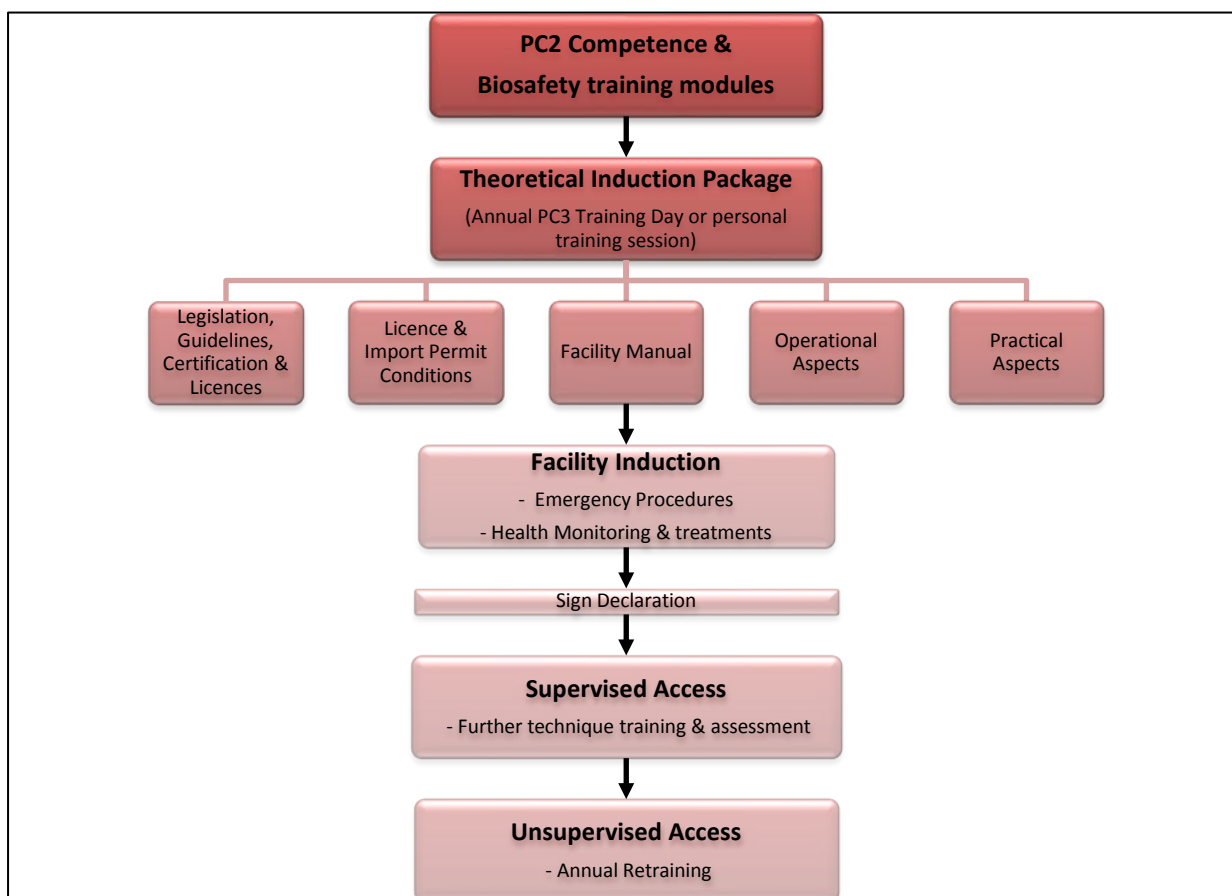


Figure 1: Flow chart outlining PC3/QC3 Training approach.

iii. Facility Manual

The training requirements for each PC3/QC3 facility are also stipulated within the specific facility manual. Before access to a high risk facility is granted, users must be familiar with the manual and the procedures prescribed. Records of training for all registered users will be kept by the relevant Facility Manager and copies provided to the registered user, the UBC and regulators upon request. Users must also sign a declaration that they have understood their obligations specified by the facility in conjunction with any conditions stipulated by project licences.

iv. Local Induction

Registered users are also required to undertake an induction of the facility they will be working in. This training will familiarise the user with the facility including the location of emergency equipment and PPE as well as how to operate critical equipment such as containment equipment, and autoclaves. The induction would normally be conducted by the Facility Manager, senior researcher or appropriately experienced delegate.

v. Supervision, practical experience & assessment of competence

All registered users must be deemed competent to be granted unsupervised, independent access to a PC3/QC3 facility. Competency must be shown for all procedures relating to the operation of the facility and for project-based techniques required for the registered user's specific research. Supervision will be provided by a senior researcher until such time as competency is confirmed. The period of supervised training is dependent upon the person's previous experience and training and is assessed on a case-by-case basis by the Facility Manager, in consultation with the Project Leader and the Supervisor.

Once the person has been deemed competent by the Supervisor for all procedures relating to the operation of the facility and for project-based techniques required for the person's specific research, they would be granted unsupervised access. In this case, the Supervisor may not be the Project Leader but is a nominated, senior member working on the same project, who is also a registered user of the Laboratory.

vi. Project Specific Requirements

In addition to the theoretical instruction and practical training, training may also be required to address licence conditions under which some of the research is conducted. Each DNIR will be considered separately. This training must be documented and is the responsibility of the Principal Investigator or appropriate delegate and will be confirmed by the UBC by a user declaration.

vii. Other Training Requirements

Depending on the activities being undertaken as part of a specific project further training may be required. This specialised training may include the following:

- Training & competency in animal handling, injection techniques, use of anaesthesia and euthanasia methods;
- Training on specialised equipment, instruments or techniques;
- Other training as stipulated by the Principal Investigator, Project Leader, Containment Facility Manager, UBC or a regulator.

viii. Retraining

Retraining for registered users will be conducted annually, or whenever there is a change to:

- Any Standard Operating Procedure or Facility Manual;
- Variations to facility certification conditions;
- Changes to any Regulator guidelines or criteria;
- Variations to the OGTR Licences, NLRD, Exempt Dealings;
- Changes to any Quarantine Matters. (i.e. Import Permits, Transfer Directions);
- Changes to approved projects or addition of new projects incorporating new organisms;
- Any incidents, near misses, injuries;

Retraining will also be provided in the event that a user is detected failing to comply with any of the SOPs, certification or licence conditions, or other regulatory or safety guidelines in place or if recommended as the result of an investigation of incident or reported near miss. In the event of a breach, a user may have their access suspended or revoked depending on the nature and frequency of any breach.

ix. Training for Non-Registered Persons

Other staff such as Security personnel, maintenance staff and contractors must also undergo an induction of before working within a PC3 facility. Access will normally be restricted to dedicated maintenance periods post fumigation however, awareness training and facility induction will be provided on the following:

- Location of all emergency equipment, telecommunication equipment and entry and exit protocols.
- Legislative requirements (including facility certification instrument and relevant licences conditions) and Griffith University health and safety policies and procedures;
- Hazards and risks associated with handling pathogenic organisms relevant to the research activities and Emergency equipment and procedures.

Completion of this training does not permit general access to the G26 PC3/QC3 Annex. In the event of an emergency where Security attends, Security personnel are requested to contact the relevant Facility Manager or Emergency contact as listed at the main entrance to the facility to discuss the nature of the event before access is granted on an informed basis. If the event is life threatening, however, Security personnel may assess the risk based on their training and enter the facility, via key override, as required.