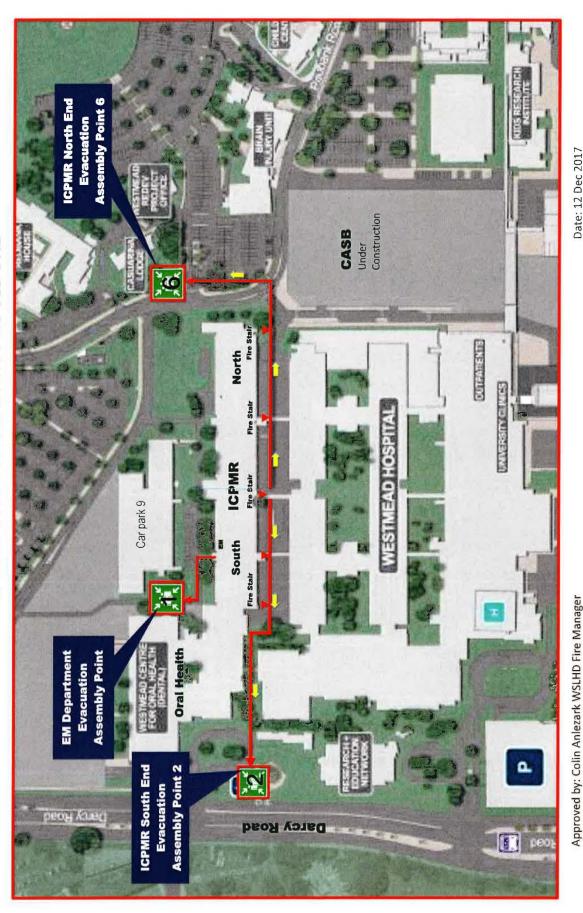


Training Record – Electron Microscope Facility

Employment Details						
Trainee's Name:		Email:	Mobile:			
Affiliation:		Group:	Position:			
Supervisor/Manager's Name:		Email:	Phone number:			
Emer	gency Contact / Next of Kir	n Details				
Emergency contact name:		Relationship to you: Phone number:				
Induc	tion Checklist (Electron Mi	croscope Facility, Level 1 ICPMR)			
Have y	ou previously completed an ind	uction for this laboratory? Yes	□ No			
If yes,	for which equipment?	Go to p. 4,	no signature for induc	tion is required		
If no, c	omplete the induction below:					
		Induction Checklist		Tick when completed:		
	INTRODUCTION					
1	Sign In/Out register					
2	Site specific safety (read and understood)					
3	Laboratory orientation document (read and understood)					
4	PC certification emailed/attached					
5	Mobile phone policy					
	LABORATORY SAFETY					
6	Phone directory					
7	Careful work and good housekeeping procedures					
8	Fume cabinets and biological safety cabinets					
9	WH&S policy documents, MSDS folders, Safe Work Practices and supplementary WH&S information					
10	Hazardous chemical spills and location of the spill kits					
11	Work breaks, simple exercises and stretches while working on specialised equipment (eg Itramicrotomes) for protracted periods					
12	Procedure to be followed in the event of a gas alarm (either O2 depletion or SF6 release)					
13	Waste/bins: autoclavable, sharps, general, recycling, chemical, cytotoxic					
14	Incident reporting					
	FIRE SAFETY					
15	Evacuation plan in the event of a fire alarm, exits and assembly point					
16	Safety showers, eye wash stations, fire blanket and fire extinguishers					

17	Westmead Emergency Procedures Flip Chart				
	FIRST AID				
18	Departmental First Aid notices				
19	First Aid arrangements in the laboratory				
	LIQUID NITROGEN SAFETY				
20	SWP "Working with Liquid Nitrogen" (read and understood)				
21	Requirement to use a visor, cryo-gloves and apron as necessary				
22	Correct method for filling individual dewars from the 120LP,				
	230LP and XL-100 pressurised dewars				
23	Procedure to be followed in the event of a gas alarm (O2 depletion) in the department				
24	Hazards involved in working with liquid nitrogen and location of the SWP and MSDS				
25	PC2 exhaust fan high speed				
	LABORATORY METHODS				
26	Location of the Laboratory Manuals and Safe Wor	k Practices			
27	Researchers can only undertake methods for which	ch they have been specifica	lly trained		
28	Researchers can only undertake laboratory approved methods				
29	Specific hazards, safety precautions including use of appropriate PPE, spill control measures and disposal of waste reagents pertinent to methods being used				
	METHODS TRAINING				
30	I understand that competency is awarded in those modules of the Laboratory Manual for which training has been provided. Achieving competency allows me to perform methods at the supervision level specified, but does not permit me to train others without specific authorisation				
	PPMS □				
31	Training request				
32	Booking policy				
33	Fees				
34	Data management				
35	Publication acknowledgement				
36	Logging on to instruments				
Induction Completion					
Signature of Inductee: Date:					
Name of Inductor:		Signature of Inductor:			



ICPMR EMERGENCY EVACUATION PROCEDURE

Date: 12 Dec 2017

Instrument Training (Leica AFS II, Rm 1050C)

	Training Checklist	Tick when completed:
1	Power, exhaust hose	
2	Touch screen operation and programming AFS	
3	Filling chamber with liquid nitrogen, bake out	
4	Setting up chamber with vials and reagents	
5	Transferring specimens to AFS	
6	Preparing EM FSP, adjusting filling needle, inserting dispenser syringe, mounting EM FSP	
7	Starting program	
8	Shutting down: removing FSP, specimens, reagent and waste containers	

Instrument Training Completion				
Signature of trainee:	Date:			

Name of trainer:

Signature of trainer: