The Westmead Institute FOR MEDICAL RESEARCH

Training Record – Biobank

Employment Details

Trainee's Name:	Email:	Mobile:
Affiliation:	Group:	Position:
Supervisor/Manager's Name:	Email:	Phone number:

Emergency Contact / Next of Kin Details

Emergency contact name:	Relationship to you:	Phone number:

Induction Checklist (Prep Lab, J.2.06)

Have you previously completed an induction for this laboratory? ❑ Yes ❑ No

If yes, for which equipment? _____ *Go to p. 3, no signature for induction is required*

If no, complete the induction below:

1	Access hours, Emergency exits, Asssembly points
2	Injury or near miss reporting
3	Air conditioning purge, oxygen deficiency alarm
4	Gas & water valve locations
5	Safety shower, eye wash & hand wash sinks, PPE location
6	Lighting panel, different power points, emergency power off button
7	Workplace surveillance: CCTV, computer and other tracking
8	Chemical safety, chemical & biological spill kit locations
9	Operation of centrifuges
10	Operation of biosafety cabinets and fume cupboards
11	Booking: policy, PPMS, fees
12	Data management, analysis computer and software
13	Logons to AD, PPMS, instrument computers
14	PC2 certification emailed/attached
15	Publication acknowledgement

Induction Completion

Signature of Inductee:	Date:
Name of Inductor:	Signature of Inductor:

Building Evacuation

EMERGENCY ASSEMBLY AREA – CHILDREN'S HOSPITAL PARK
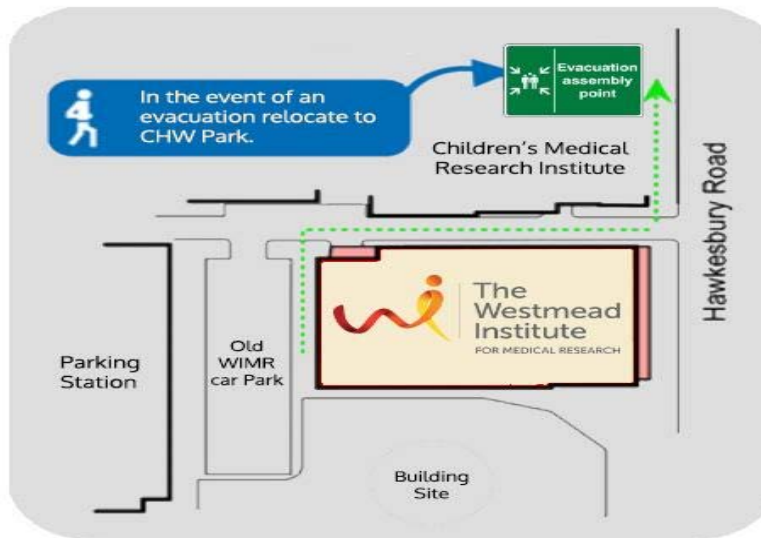
EMERGENCY EGRESS ROUTES LEVEL 2 – 3 FIRE STAIRS LOCATED IN THE BUILDING
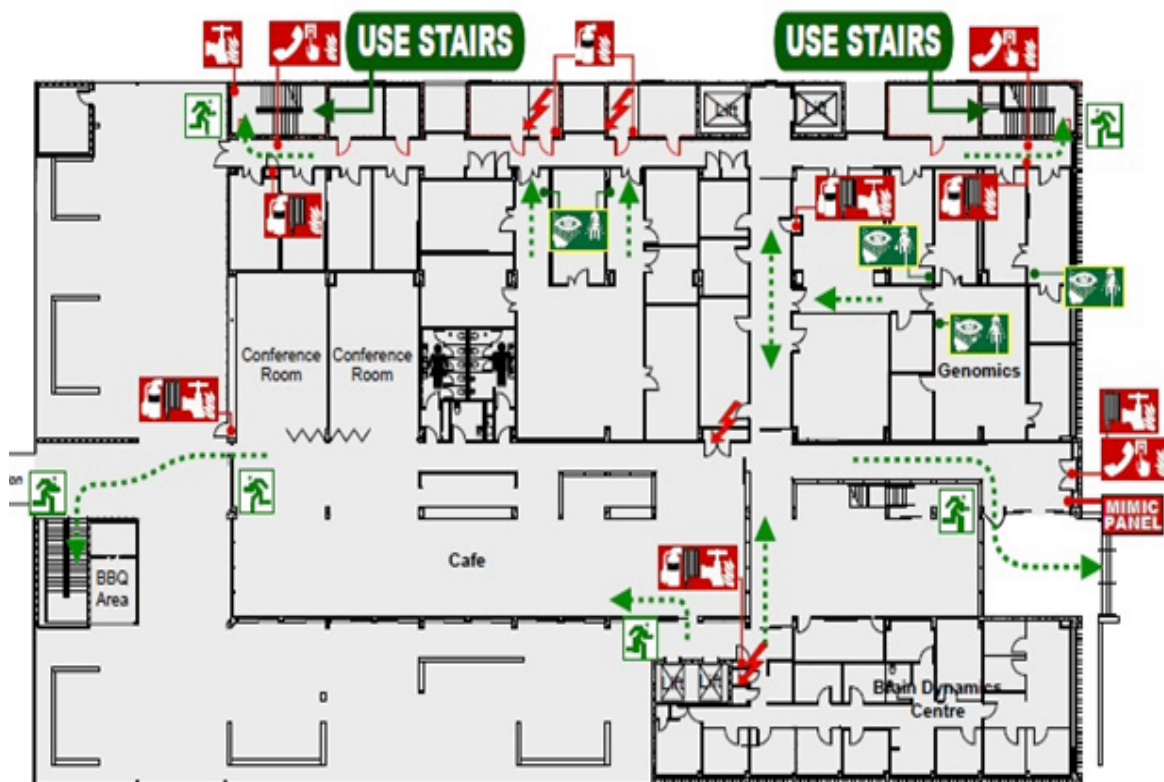
Instrument Training (Eppendorf epMotion 5075, J.2.06)

	Training Checklist	Tick when completed:
1	Brief introduction of all applications of this automatic liquid handling system	
2	Familiar with all hardware	
3	Start up equipment, turn on computer, check successful connection	
4	Start up operation software, epBlue	
5	Set up new protocol/open an existing protocol	
6	Set up work table	
7	Start up protocol and deal with error message	
8	Finish protocol, turn off equipment and computer	
9	Cleaning procedure	

Instrument Training Completion

Signature of trainee:	Date:
Name of trainer:	Signature of trainer: