

### **2.3.2 Personnel**

#### **Permanent Staff and Students**

All persons must indicate their completion of the appropriate training by signing the “Training Record Form” and lodging it with the Safety Co-ordinator. This procedure must be completed before any staff/student commences PC2-Certified Greenhouse work

#### **Temporary Staff and Students**

All persons wishing to do any work, or use any equipment, in any of the PC2 areas must be recorded on the complete the required training and lodge in the “Training Record Form”. This includes persons from other institutions. Research Supervisors must report all such persons to the Facility Manager

**Staff and Students from other institutions:** As above

**Cleaning Staff:** The Facility Manager provides an appropriate document to guide cleaning staff. Supervising cleaning staff will attend appropriate training provided by the Facility Manager. These two measures are to ensure cleaning staff is competent to perform their duties in a PC2 area

**Security Staff:** Will be given documentation and training as for cleaners

**Service & Repair Staff – University:** Property Services are informed that entry into PC2 areas is dependent on gaining the permission of the Facility Manager. Dependent on the work to be done the Facility Manager will make appropriate safety arrangements

**Service & Repair Staff – Non-University:** The Facility Manager must be informed of all such work and he will make appropriate safety arrangements

NOTE: Emergency situations – as all PC2 material is safely stored in our PC2 facilities, work can start on remedying most emergency problems immediately but the Facility manager should be consulted

#### **Other training**

All users might be required to complete any additional training deemed necessary by the Biosafety Committee (IBC)