

HS699 Laboratory Clearance Certificate Guideline

Introduction

To ensure the University's duty of care extends to builders and maintenance personnel who may have to perform maintenance tasks in laboratories and to ensure that risks in such laboratories are effectively controlled prior to maintenance work commencing.

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1. Scope

This guideline applies to all laboratory workers and their supervisors, heads of schools of such laboratories, FM Client Facilities Managers who manage the building, maintenance contracts and all contractors who will be involved in the laboratory works.

2. Procedure

The Laboratory Manager is responsible for ensuring that the laboratory has been left in a safe state prior to the contractors entering the laboratory. This will involve ensuring that:

- Areas where maintenance work is to be conducted has been thoroughly cleaned and decontaminated as far as reasonably practicable.
- Fume Cupboards and under bench storage have been emptied of all chemicals, as applicable.
- All chemicals and other hazardous material (including chemical, biological or radiation waste and associated glassware) and equipment have been removed from the immediate maintenance work area and stored in a safe place until the work is completed.
- If the fume cupboard was previously used for substances capable of causing an explosion (e.g., unstable, highly reactive or chemicals having other incompatibilities), then the fume cupboard is made free of any chemical residue and thoroughly decontaminated with appropriate material prior to handover. The fume cupboard exhaust should be operated for at least 15 minutes after removing the chemicals and before maintenance work commences.
- Sinks and laboratory equipment have been left in a clean and decontaminated state.
- Gas bottles have been securely stored and regulators removed where necessary.
- An opportunity for an exchange of information between the laboratory manager and the contractor has been made available prior to the work commencing (e.g., specific induction). This would include the Laboratory Manager providing information on the nature of the work normally conducted in the laboratory to the contractor as well as the nature of hazards present (chemical, radiation, biological equipment hazards etc). The Laboratory Manager must also provide information on emergency procedures and equipment present. Similarly, the contractor must inform the Laboratory Manager of the type and extent of the maintenance work to be conducted in the laboratory. The purpose of this exchange of information is to enable any incompatibilities between the previous laboratory work and proposed maintenance work to be identified and appropriate action to be taken.

- The Laboratory Manager completes and signs the Laboratory Clearance Certificate HS700 indicating that the area is free of uncontrolled risks, the necessary Health & Safety information has been provided and the equipment and area has been cleaned and decontaminated.
- The contractor maintains possession of the completed certificate in the area where the work is being conducted.
- When the work is completed, the contractor signs the certificate and returns it or a copy to the Laboratory Manager.
- The completed certificate is given to the person responsible for local Health & Safety records and retained for 7 years.

Appendix A: Definitions

Laboratory Manager: The person who has been assigned responsibility for the area. Also known as Area Supervisor or Area Custodian.

Appendix B: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Bill Dunne	01/11/2003	01/11/2003	Format changed to match Document control requirements
2.0	Manager OHS&WC	8/01/2009	8/01/2009	Document Control, editing of all sections
2.1	Director, Human Resources	13/10/2010	13/10/2010	Updated to new format
2.2	Director, Human Resources	18/04/2013	18/04/2013	Updated references to Legislation Updated Branding Logo in accordance with UNSW Branding Guidelines. Modified the document identifier from OHS to HS in accordance with WHS legislation review
2.3	Director, UNSW Safety and Sustainability	30 April 2014	30 April 2014	Reviewed for administrative updates
2.4	Director, UNSW Safety and Sustainability	22 February 2016	22 February 2016	Reviewed links & currency of information
3.0	Director, UNSW Risk & Safety Management	8 August 2022	8 August 2022	Administrative review, template updated and removed from Governance.

Updates to this document

Any suggestions, recommendations or updates to this document should be emailed to safety@unsw.edu.au with the email header stating *GUIDELINES UPDATE HS699*.

