

Title of HWBGM Guidance Note:

Flowchart detailing Required H&S Training Program for WTCHG

Cross Ref. to University of Oxford Guidance Note:

All employees/visitors must be taken through the following H&S program so they are fully compliant with the Safety Policies & the requirements within the Centre.

DAY ONE – All Workers within the Centre

Must have read & understood H&S INDUCTION NOTES

Must have read & understood STATEMENT OF H&S ORGANISATION

Must have completed REGISTRATION RISK ASSESSMENT FORM

**Return COMPLETED FORM TO H&S OFFICER –
Only then WILL A SWIPE CARD BE AUTHORISED**

WITHIN FIRST WEEK – Laboratory Workers only

Must have read & understood General Safety Guidelines on –
BIOLOGICAL SAFETY
CHEMICAL SAFETY
RADIOLOGICAL SAFETY
WASTE DISPOSAL & DISINFECTION

WITHIN FIRST MONTH – Laboratory Workers only

Must have read & understood the following specific guidelines relevant to all users of the Laboratory (Hands-on training by supervisors may be required) –
SAFE USE OF LABORATORY CENTRIFUGES
SAFE USE OF ELECTROPHORESIS EQUIPMENT
SAFE USE OF LABORATORY MICROWAVES
GUIDANCE FOR NEW & EXPECTANT MOTHERS
CORRECT USE OF COLD ROOMS
SAFE USE OF LIQUID NITROGEN & STORAGE

Must have identified, read & understood relevant COSHH assessments.

If COSHH Assessments are not accessible, then they must be completed.

AFTER ONE MONTH – All Workers

Must continue to identify, read & understand COSHH assessments & guidelines that are specific to individual Groups/Projects.

ON COMPLETION OF TRAINING IN SPECIFIC GUIDELINES/RISK ASSESSMENTS, THEN INDIVIDUALS MUST SIGN/DATE THE ACCOMPANYING TRAINING RECORD.