



GUIDANCE NOTE 2: TRAINING AND SUPERVISION

University Policy requires that:

Persons working with biological materials are competent to do so without undue risks to themselves, others or the environment;

Persons who may be at risk, or have duties under this policy, are provided with information, instruction and training, where appropriate;

The amount of training required will depend on the competence of the individual. Supervisors should not assume competence until it has been demonstrated. Training within the University will take place at two levels:

1. Central: The Health and Safety Unit runs courses every term on the safe handling of biological materials. All new research staff, technical staff and research students handling biological materials should attend unless they have received similar instruction elsewhere. More specialised courses may be run from time to time.

2. Within the School or department : The training requirements of each individual should be assessed by their supervisor and an appropriate training programme drawn up locally. The individual should be monitored closely and expected to demonstrate the following:

- Awareness and understanding of the risk assessments, standard operating procedures and codes of practice for the work;
- Technical competence for the work. Procedures should be carried out under close supervision initially and then independently;
- Competence in use of equipment, e.g. safety cabinets, centrifuges, and its subsequent disinfection;
- Knowledge and understanding of disinfection arrangements;
- Knowledge and understanding of waste disposal procedures;
- Knowledge and understanding of emergency procedures;
- Knowledge of the appropriate Personal Protective Equipment and its correct use. The individual should also be aware of its limitations;
- Awareness of the safety structure within the department/school, i.e. the individual should be able to identify their Safety Officer and Biological Safety Officer and be familiar with the internal procedures for accident reporting etc.

Much of the training for work at containment level 2 can be given at the bench under supervision. Where work at a higher level is involved training must be more systematic and the individual should be expected to demonstrate full understanding of risk assessments and procedures as well as the required technical competence.

It is important to keep training records for persons working at containment level 2 and above. This may take the form of a checklist, against which trainer and trainee sign to confirm that training has been carried out, and the trainee has demonstrated competence in each assigned task. Work at containment level 3 will require rigorous training against approved Standard Operating Procedures. Again, trainer and trainee need to sign documentation to certify that training has taken place, and the individual has attained the required level of competence.