|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| C:\Users\z9801168\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\D90HK2AH\UNSW Landscape.png | | Exit Checklist for staff/students SoMS\_HS\_019 | | | | |
| **Faculty/Division** | | | | **School/Unit** | | |
| Medicine | | | | Medical Sciences | | |
| **Document number** | **Initial issue date** | | **Current version** | | **Effective date** | **Next review date** |
| SoMS\_HS\_019 | 15/02/2005 | | V4.0 | | 29/01/2018 | 29/01/2021 |

|  |  |
| --- | --- |
| Faculty/School/Unit: | **Medicine / School of Medical Sciences** |
| Laboratory location, e.g. building number, name: | **Wallace Wurth (C27)** |
| Laboratory identification, e.g. room number, name: | **Rm** |
| **Name of Staff/student** |  |
| **ID number** |  |
| **Supervisor’s name** |  |
| **Final date at SoMS** |  |

* **This checklist must be completed for all employees and students leaving the workgroup.**
* **Failure to complete the items listed may result in withholding of final entitlements.**
* **Supervisors must return this completed checklist to the Research Support Officer prior to final working day.**

|  | **Date** | **Person to whom item was returned or passed on to** | **Comments** |
| --- | --- | --- | --- |
| **Office items** | | | |
| Cupboard/equipment keys returned |  |  |  |
| All documents including Laboratory books & computer records returned |  |  |  |
| Work station, filing cabinets and drawers cleaned and all personal items removed |  |  |  |
| Personal files deleted from server |  |  |  |
| All mailing lists unsubscribed |  |  |  |
| SoMS Research data management checklist completed |  |  |  |
| **Lab items** | | | |
| Lab keys returned |  |  |  |
| Radiation Badge returned |  |  |  |
| If you have used radioactivity, informed the SoMS Radiation Safety Supervisor that you are leaving |  |  |  |
| Arrangements have been made for radioactive materials to be removed to the Radiation Store via the H&S Unit. |  |  |  |
| All formerly radioactive materials (delayed or sublicensable) have been disposed of by completing an online [chemical waste form](http://fmtoolbox.unsw.edu.au/chemicalwaste/users/sign_in) and radio-isotopic declaration form and faxing to H&S Unit |  |  |  |
| All laboratory surfaces have been inspected with an appropriate radiation detector or wipe survey and all areas decontaminated to back ground levels. |  |  |  |
| For staff/students leaving UNSW a final dose report has been supplied by supervisor/Radiation Safety Supervisor (RSS) for the School. |  |  |  |
| All radioactive labels have been removed from work surfaces. |  |  |  |
| Inventory of stored samples (e.g. cell lines, DNA, membranes) Including location (fridge, freezer etc) and new custodian  \*\*All other biological samples must be disposed of according to [UNSW Laboratory Hazardous Waste Disposal Guideline](https://www.gs.unsw.edu.au/policy/documents/HS321.pdf) |  |  |  |
|  |  |  |
| Inventory of chemicals to be kept (provide new custodian name)  \*\*All other chemicals must be disposed of according to [UNSW Laboratory Hazardous Waste Disposal Guideline](https://www.gs.unsw.edu.au/policy/documents/HS321.pdf) |  |  |  |
|  |  |  |
| All samples still in use labelled, checked for leakage and returned to storage |  |  |  |
| S8 & S4 drugs register up-to-date and keys returned |  |  |  |
| Arrangements made to dispose of excess scheduled drugs via the H&S Unit |  |  |  |
| Individual laboratory equipment (e.g. pipettes) decontaminated and returned |  |  |  |
| Fridge/freezer compartment emptied and cleaned |  |  |  |
| Empty & clean fume cupboard(s) – residues and drips cleaned up |  |  |  |
| Empty & clean biological safety cabinet(s) – residues and drips cleaned up |  |  |  |
| Incubator compartment emptied and cleaned |  |  |  |
| All sharps disposed of in a sharps bin |  |  |  |
| All non-contaminated broken glass disposed of in white bin |  |  |  |
| Gas cylinders no longer required disconnected and capped and returned to the store |  |  |  |
| Safety equipment (goggles, glasses etc) decontaminated and returned |  |  |  |
| Lab gown label removed and put into the wash |  |  |  |
| Lab bench, cupboards and drawers cleaned and left neat and tidy. Any bench disposable liners/covers have been removed |  |  |  |
| All services in your area functioning properly (lights, taps, gas, power outlets) |  |  |  |
| Any signage no longer required is removed (e.g. from door/cupboard) |  |  |  |
| Equipment and/or SWP custodianship reassigned |  |  |  |
| Other |  |  |  |

I certify that the above area has been cleared and decontaminated, and the area is safe for the next person

|  |  |
| --- | --- |
| Name: | Date: |
| Supervisor: | Date: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Revision History | | | | |
| Version | Approved by | Approval date | Effective date | Sections modified |
| 4.0 | Chairperson, SoMS L3 HS Consultation Committee | 29/01/2018 | 29/01/2018 | Document reviewed |