



*This document is under review, if you have any input, please email safety@unsw.edu.au.

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 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 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