



Staff Exiting Checklist: Hazardous Materials

This checklist should be completed by the line managers of staff who have responsibility for managing or working with hazardous materials and equipment, as part of their exit plan from the University, to ensure compliance with the University's Staff Exiting process. <https://staffportal.curtin.edu.au/employment/leaving-curtin/>

A copy of the completed form should be provided to the facility manager(s) and retained in the local area(s).

Hazardous materials/equipment includes:

- **Asbestos**
Both raw (i.e., rock samples) and refined samples (building materials)
- **Biological Materials**
Includes genetically modified organisms (GMOs), imported biosecurity materials, pathogenic microorganisms and clinical samples from humans or animals
- **Chemicals**
Includes printer toners, cleaning products, batteries, solvents, paints, herbicides, agricultural chemicals, fuels, herbicides, and laboratory chemicals
- **Lasers**
This includes all laser pointers, LED lasers, laser cutters/engravers and other laser emitting devices
- **Irradiating Apparatus**
Includes x-ray machines, neutron generators, transilluminators, UV or Infrared light sources
- **Medicines and Poisons**
- **Radioactive materials**
All radioactive substances, including naturally occurring radioactive materials (NORM)
- **Soil samples**

Exiting Staff Details

Name: _____	Staff ID: _____
Area/Division: _____	School/Area: _____
Cease Date: _____	

Checklist	Complete? Details
Check that all approvals/permits have been cancelled or reassigned for: • Human research ethics • Working with Children card • Animal research ethics approval and permits • Radiation Projects	
Notify relevant facility managers and/or area managers that the individual is leaving.	
Ensure any safety, access or emergency signage is updated to reflect the new contact(s).	
Identify all the hazardous materials, research samples, equipment, or assets that the exiting staff member created, acquired, or otherwise had responsibility for, and identify whether they belong to them personally or to Curtin. (All registered radiation equipment belongs to Curtin under the Radiation Safety Act). For Curtin materials/equipment, identify the Curtin person who will be the new custodian when they leave – enter details of new custodian(s), or attach further documentation. (Note: Where an appropriate responsible person is not identified for hazardous materials/equipment of the staff member ceasing employment, then any materials left by the staff member will automatically transfer to the custodianship of the line manager.)	

Checklist	Complete? Details
Identify what hazardous materials, research samples, equipment and assets: • Will be disposed of • Must be or will be retained by Curtin • Will be transferred from Curtin <i>(Note: Funding bodies, publishers, the Human Research Ethics Committee, and the State Records Act have specific retention times for samples.)</i>	
Ensure that the new custodian has all the relevant Permits/Licences/Approvals associated with Curtin's hazardous materials and equipment, including: • Import Permits • Genetically Modified Organism Dealing Approvals (not transferrable between individuals, must be separately applied for) • Poisons Permits • Radiation Licences (not transferrable between individuals, must be separately applied for)	
Hand over Curtin's hazardous materials, research samples, equipment, and assets to their new custodian. Where relevant, ensure the handover includes: • Retention times • Safe storage periods • Expiry dates • User guides/manuals/instructions <i>(Note: Funding bodies, publishers, the Human Research Ethics Committee, and the State Records Act have specific retention times for samples.)</i>	
Ensure that the new custodian understands their responsibilities for these hazardous materials/equipment and relabels and stores these appropriately.	
For any materials or equipment that are of no further use or imminently expiring, ensure they have been disposed of appropriately. (For assistance with disposal, refer to the Biosafety Manual, Chemical Management Plan, Radiation Safety Manual.)	
For any hazardous materials or equipment belonging to the exiting staff member personally, ensure they have organised to transport these off campus according to the relevant transport codes. For any items registered to Curtin, ensure the relevant compliance officer/government body has been notified. (Note, all radiation equipment is registered to Curtin)	
Exiting staff member and new custodian to ensure all hazardous materials records, systems and inventories are updated.	
Ensure the exiting staff member's lab and office areas have been cleaned and decontaminated.	

Line manager to Complete	
Name: _____	Staff ID: _____
Position: _____	Signature: _____
Area: _____	Date: _____

Exiting Staff Member to Complete	
I, _____, certify that I have suitably disposed of, or handed over, all hazardous materials and equipment I was responsible for, to the best of my knowledge and ability.	
Name: _____	Staff ID: _____
Signature: _____	Date: _____