



Role Description

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Position: Biosafety Officer

Reports to	Laboratory Manager
Estimated time requirements ¹	0.1 FTE (0.5 day per week) for CPHL and PMGH and NAHFTL sites 0.05 FTE (2 hours per week) for each of Hagen, Goroka, Nonga and ANGAU and Lae AH sites
Qualifications and experience	Degree in Medical Laboratory Technology or Applied Science or with equivalent education/work experience Minimum of 5 years laboratory experience

Overview

This person, an existing staff member, is appointed to the role by the Laboratory Manager to assist with the implementation a safe working environment for the laboratory staff, patients and visitors. The position has no supervisory responsibility.

Key Responsibilities

1. Undertake agreed online training– time release to be approved by laboratory manager
2. Implement the nationally agreed Fleming Fund biosafety policy and procedures (in consultation with the Laboratory Manager). These documents will specify:
 - a. safe handling of samples, safe handling of microorganisms and safe laboratory practices e.g. BSC Class II cabinet usage, PPE, spill kit, sharps disposal, sample shipping to other laboratories, standard precautions, infection control.
 - b. safety rules for personnel and visitors in the facility e.g. secure access, handwashing, eye wash and emergency shower, first aid kit
 - c. necessary safety checks and safe handling of equipment e.g. securing of gas cylinders
 - d. periodic biosafety cabinet cleaning , disinfection, calibration and compliance certification
 - e. correct waste segregation, decontamination and disposal in accord with local SOP
 - f. safe chemical storage and handling of volatile substances
 - g. staff vaccination (hepatitis B and tetanus for all, Animal Health -Q-fever, rabies
 - h. fire safety, extinguishers and safety blankets, yearly drills
3. Ensure that biosafety equipment (e.g. showers, eye wash station, BSCII cabinets) are in good working order and adequate supplies of PPE are available.
4. Orientate and train all laboratory staff in biosafety especially hand hygiene and use of PPE; use staff induction biosafety checklist
5. Perform monthly and quarterly biosafety inspections to assess staff compliance with biosafety procedures and status of equipment and PPE
6. Conduct regular waste management audits
7. Document biosafety audits and inspections to the Laboratory Manager for review and action
8. Investigate laboratory accidents, document and report to Lab. Manager for action
9. Address biosafety agenda item at the laboratory staff meeting; notify new hazards and incidents

Other requirements	Regular attendance is required
References	Laboratory Biosafety information sheet G 10 Info 3 A WHO Laboratory Biosafety Manual 4th Edition 2020 G 10 EX 001 A Human Resources G 10 Info 9 A

Amendment 2/8/22: Perform monthly and quarterly biosafety inspections as these are now two separate procedures

¹ **Important note:** the time allocated to this role will vary according to the laboratory location and size and agreed LQM implementation tasks. Local hospital and Laboratory management are to approve significant portions of time that are required for the role. No additional staff establishment is provided for these duties at this stage of the program.