

# SESLHD PROCEDURE COVER SHEET



**Health**  
South Eastern Sydney  
Local Health District

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<b>FUNCTIONAL GROUP(S)</b>	Workplace Health and Safety
<b>KEY TERMS</b>	Decommissioning, Decontaminate, a Person Conducting the Business or Undertaking (PCBU), workplace decommission.
<b>SUMMARY</b>	This procedure defines the decommissioning requirements for South Eastern Sydney Local Health District (SESLHD) managers and their workers when vacating any SESLHD workplace premises. This procedure applies to any work area on SESLHD premises that is vacated.

## **COMPLIANCE WITH THIS DOCUMENT IS MANDATORY**

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## Decommissioning a Workplace

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### 1. POLICY STATEMENT

This procedure is developed to assist managers and their workers with the decommissioning and/or vacating of any workspace located within SESLHD property, to ensure the safe management of hazardous chemicals and/or work areas and implementing decontamination processes to minimise risk to health and safety of people.

### 2. BACKGROUND

The vacation of facilities such as laboratories, operating theatres, research facilities, medical imaging or pharmacy without implementing appropriate decontamination procedures is a potential health and safety risk to staff. This procedure can be used in conjunction with [Pre-Occupancy Checklist](#), for any decommissioning of work areas to ensure the environment is free from contaminants for the next occupier of the workspace.

### 3. RESPONSIBILITIES

**3.1 Employees will:** comply with Health Safety and Wellbeing policy and procedures; and any workplace systems or processes in place to protect health and safety people in the work environment.

Report any health, safety or wellbeing incident, accident, hazard, risk or concern to their manager, health and safety partner and in the iMS+ reporting system.

**3.2 Department Head/Laboratory Manager/Principal Investigator will:**

- Ensure that the work environment is decommissioned prior to vacating any laboratories or work premises. The Department Head/Laboratory Manager/Principal Investigator will be directly responsible for the decommissioning of any work premises. If these premises have been vacated without being appropriately decommissioned, the vacating person conducting the business or undertaking (PCBU) will incur any associated costs if further cleaning and/or decontamination works are required.
- Arrange an inspection of the premises with all relevant stakeholders, including the Manager Health and Safety / Health and Safety Partner, to assess pre and post decommissioning requirements, to ensure the decommissioning process has been completed in accordance with the decommissioning requirements and laws.
- Report any health, safety or wellbeing incident, accident, hazard, risk or concern to their manager, health and safety partner and in the iMS+ reporting system.

**3.3 District Managers/ Service Managers will:** ensure that the Department Head/Laboratory Manager/Principal Investigator decommissions their work environment prior to vacating any work premises.

Report any health, safety or wellbeing incident, accident, hazard, risk or concern to their manager, health and safety partner and in the iMS+ reporting system.

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**3.4 Medical staff will:** comply with Health Safety and Wellbeing policy and procedures; and any workplace systems or processes in place to protect health and safety people in the work environment.

Report any health, safety or wellbeing incident, accident, hazard, risk or concern to their manager, health and safety partner and in the iMS+ reporting system.

**3.6 Head of Facilities Management / Engineering Manager will:** ensure engineering participation in the inspections of the premises and be responsible for maintaining the decommissioning records of the premises.

## 4. PROCEDURE

### 4.1 Decommissioning Notification

The decontamination notification is required for any decommissioning of a work space including renovations and maintenance. The Department Head or Laboratory Manager or Principal Investigator must complete the [Decommissioning Notification Form](#) (Appendix 1) **three months prior** to the vacating of the following types of premises i.e. laboratories, operating theatres, research areas, medical imaging, pharmacy. The completed form must be sent to the Head of Facilities Management, Head of Corporate Support Services, Engineering Manager and the Manager Health and Safety.

On receipt of the *Decommissioning Notification Form* the Department Head or Laboratory Manager or Principal Investigator (or other nominated person) is to arrange an inspection of the premises with the Department Head/Laboratory Manager/Principal Investigator, and other relevant stakeholders (i.e. Radiation Safety Officer, Infection Control, Facilities Management, Corporate Support Services, Engineering, Waste Manager etc.) to assess the decommissioning requirements including:

- Determining which chemicals, radioactive materials, equipment and other materials need to be disposed of and which items will be relocated
- Identifying and assessing through the use of the [Safety Risk Assessment Template](#) on what actions need to occur to dispose of or relocate chemicals, radioactive materials, equipment and other materials
- Assessing and determining the decontamination requirements for the equipment and work environment
- Identifying and assessing the safety issues which need to be addressed as part of the disposal, decontamination and relocation process.

### 4.2 Decommissioning Plan

A [Decommissioning Plan](#) is developed by the Department Head/Principal Investigator/Laboratory Manager in consultation with the Health and Safety Partner and the other technical representatives such as Facilities Management, Corporate Support Services, Waste Management, Infection Control, Radiation Safety Officer, as involved in the decommissioning process including:

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- Actions required to safely decommission the work area (disposal, decontamination, relocation)
- Timeframes for the decommissioning process completion
- Responsible persons for undertaking the actions required to decommission the work space to be vacated.

### 4.3 Decommissioning Process

#### 4.3.1 Qualified Personnel

The activities associated with decommissioning must be carried out by laboratory staff under the direction of the Department Head or Laboratory Manager or Principal Investigator.

#### 4.3.2 Waste Disposal

All biological materials, radioactive materials, chemicals, equipment, laboratory glass and other materials for disposal must be disposed of in accordance with the facility's Waste Management Plan. Further advice on waste disposal can be obtained from the relevant content expert e.g., Waste Manager, Radiation Safety Officer.

#### 4.3.3 Decontamination

All work surfaces (benches, sinks, floors, cupboard shelves, etc.), equipment and furniture which are potentially contaminated with biological, chemical or radioactive substances must be appropriately decontaminated prior to disposal, relocation or transfer of ownership. Advice on decontamination can be obtained from the Health and Safety Partner or Infection Control team.

Fume hoods and refrigerators/freezers must be cleaned, decontaminated and removed. Compressed gas cylinders must be disconnected and removed. Gas cylinders must be transported using an appropriate trolley and gas regulators must be removed before transport. Gas cylinders must remain properly labelled and secured at all times. All biological signage or hazard signs must be removed from the outside of storage areas and laboratories once the hazard has been removed, and the area decontaminated.

For further information:

[NSW Health Policy Directive PD2020\\_022 - Cleaning of the Healthcare Environment](#)

[Clinical Excellence Commission \(CEC\) Environmental Cleaning Policy and Procedures](#)

#### 4.3.4 Packing and Transporting

Equipment, chemicals, biological and radioactive materials must be labelled, packed and transported safely and in accordance with any NSW legislative requirements. Advice on packing and transporting laboratory equipment, chemicals and biological and radioactive materials can be obtained from the Radiation Safety Officer, Waste Management or Health and Safety Partner.

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### 4.3.5 Emergency Procedures

The decommissioning plan must include: emergency, first aid and spills management procedures to be implemented for the duration of the decommissioning process (disposal, decontamination, packing and transportation) relevant to the type of materials. Advice on spill and emergency management can be obtained from the Fire Safety Officer in Facilities Management, or Health and Safety Partner.

### 4.3.6 Notifications

The following notification should be made where relevant:

- **Chemical Register:** if significant quantities of chemicals have been disposed of, an updated chemical Inventory needs to be forwarded to the Facilities Management or Health and Safety Partner, so that applications for changes to the site Hazardous Chemical Manifest can be made as required
- **Discontinued Use of Carcinogens: Notification to WorkCover**
- **Radioactive Materials:** The Radiation Safety Officer is to be notified in writing of any disposal, transfer or relocation of radioactive materials within SESLHD or to another organisation
- **Monoclonal Antibodies:** an updated Inventory needs to be forwarded to the Manager Health and Safety so that applications for changes to the site Hazardous Chemical Manifest can be made as required
- **Research Committees:** Written notification of the forwarding address/new location of the laboratory should be made to relevant Research and Ethics Committees.

### 4.3.7 Decommissioning Certification

Prior to vacating a final inspection must be undertaken and the *Decommissioning Form* (see Appendix 2) signed off by the relevant Management. Once the decommissioning form is completed and the appropriate signatures obtained the form will be forwarded to the Program/Service Director, Head of Facilities Management, Head of Corporate Support Services, Radiation Safety Officer and Manager Health and Safety.

The Department Head/Laboratory Manager/Principal Investigator must contact the Facilities Management, Corporate Support Services Management, Radiation Safety Officer, Manager Health and Safety (or Health and Safety Partner) as appropriate to arrange a final inspection of the vacated workspace and complete the decommissioning form.

Where the premises have been appropriately decommissioned as required, the Head of Facilities, Head of Corporate Support Services, and Manager Health and Safety are to sign the Decommissioning Form and notify the relevant administrative personnel that the vacated work space has been decommissioned.

Where the decommissioning activities are not appropriately completed the Department Head/Principal Investigator/Laboratory Manager, they will be instructed to undertake necessary action to ensure the vacated premises are appropriately decommissioned.

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The *Decommissioning Form* cannot be signed off as completed until the workspace has been decommissioned appropriately.

Note 1: The Person Conducting a Business or Undertaking (PCBU) who is vacating the decommissioned workspace (whether a SESLHD department or an external body), will incur any associated costs if further cleaning and/or decontamination works are required.

### 4.3.8 Maintenance of Decontamination Records

Decontamination records (including *Decommissioning Notification Form*, *Decommissioning Plan* and *Decommissioning Form*) shall be maintained by the relevant Facility Engineering / Maintenance / Department to ensure that they are accessible during future redevelopment of the area.

## 5. DOCUMENTATION

[Decommissioning Notification Form](#) - Appendix 1

[Decommissioning Plan](#) - Appendix 2

[Decommissioning Form](#) - Appendix 3

[Pre-Occupancy Checklist](#) - SESLHD Form F219

[Safety Risk Assessment](#) - SESLHD Form F424

## 6. AUDIT

Facilities Management, Corporate Support Services, Radiation Safety, and Health and Safety as relevant to sign off decommissioning form on final inspection (in accordance with Section 4.3) This procedure is audited every two years by Health, Safety and Wellbeing as part of the NSW Health WHS audit program.

Audit conducted as per the [CEC Environmental Cleaning Audit Tool](#) requirements.

## 7. REFERENCES

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulation 2017](#)

[NSW Health Policy Directive PD2018\\_013 - WHS Better Practice Procedures](#)

[NSW Health Policy Directive PD2020\\_022 - Cleaning of the Healthcare Environment](#)

[UNSW Laboratory Decommissioning/Project Cessation Procedure 2010](#)

[SafeWork NSW - Managing Risk of Hazardous Chemicals in the Workplace Code of Practice](#)

[SafeWork NSW - Labelling of Workplace Hazardous Chemicals code of practice](#)

[Clinical Excellence Commission \(CEC\) Environmental Cleaning Policy and Procedures](#)

**8. REVISION AND APPROVAL HISTORY**

<b>Date</b>	<b>Revision No.</b>	<b>Author and Approval</b>
October 2016	1	Peter Kuszelyk. Approved at District Executive Team meeting.
September 2017	2	Desktop Revision and Links Update - John Parkinson, WHS Consultant
October 2017	3	Updates endorsed by Executive Sponsor.
February 2022	4	Minor review of position titles, hyperlinks and minor detail by Natasha Tonkin Senior Health and Safety Partner.
March 2022	4	Approved by Executive Sponsor.

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**Appendix 1: Decommissioning Notification Form**

DECOMMISSIONING NOTIFICATION FORM			
<b>PURPOSE:</b> To formally advise South Eastern Sydney Local Health District that a work area or laboratory space will be vacated so that arrangements can be made to ensure the area is appropriately decommissioned.			
<b>INSTRUCTIONS:</b> Please complete the details on this form and send to the SESLHD Facility WHS&IM Manager.			
<b>LOCATION AND CONTACT DETAILS:</b>			
Department:			
Location of Laboratory or Service:			
Name of Principal Investigator/Laboratory Manager/Department Head:			
Contact Phone Number:			
<b>DECOMMISSIONING REQUIREMENTS:</b> Please indicate below the items which are relevant to the decommissioning process and provide the information requested.			
Items to be Decommissioned	To be Relocated or Disposal	Action required	Content expert to be contacted
Radioactive Materials			
Chemicals			
Compressed Gas Cylinders			
Gas Connections			
Water Connections			
Biological Materials			
Biological Safety Cabinets			
Fume Hoods			
Fridges/Freezers			
Other Equipment			
Signature of Principal Investigator/Laboratory		Manager/Department Manager:	
<i>Once completed forward to the SESLHD WHS Manager in your facility</i>			



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### Appendix 2: Decommissioning Plan

DECOMMISSIONING PLAN			
Department name:	Location/building/facility	Date decommission due to commence:	
Decommissioning manager name:	Contractor name (if applicable):		
Items to be Decommissioned	Action required	Person Responsible	Date completed
Chemicals			
Assess hazardous chemicals for relocation and/or disposal			
Check for storage of hazardous chemicals (include shared spaces), refrigerators, area under sinks, fume hoods, cabinets, shelves and bench tops			
Arrange for all labelled and segregated chemical containers to be removed by the facility licensed chemical waste contractor in consultation with the facility's Waste Manager			
Contact the Pharmacy for any Schedule 8 Drugs that need to be removed.			
Refrigerators have been emptied, defrosted and cleaned.			
Storage areas (including Fume Cupboards) have been cleaned: chemical residues, drips and spills are appropriately decontaminated and cleaned up.			
Fume cupboard filters have been removed using the established process as for filter replacement. The filter should be packaged and removed as solid chemical waste. If the fume cupboard contains a wash down facility, it is run for at least 15minutes.			
All bench tops have had disposable liners/covers removed from the work surface, and surfaces have been cleaned and disinfected.			

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Items to be Decommissioned	Action required	Person Responsible	Date completed
All materials involved in decontamination and clean-up are labelled and packaged as solid contaminated waste awaiting disposal by the chemical waste contractor.			
All keys to lockable chemical storage cabinets have been returned to Principal Investigator/Department Head.			
<b>Compressed Gas Cylinders</b>			
Cylinders are properly labelled and secured.			
Cylinders not in use are disconnected and capped.			
Arrangements to be made for returning empty cylinders to vendors.			
Arrangements to be made for the safe transfer of cylinders to be re-located to another work unit if applicable.			
For the remaining cylinders, arrangements have been made for the cylinders to be removed by the licensed chemical waste contractor via the WHS Unit.			
<b>Radioactive Materials</b>			
Make arrangements for radioactive materials to be removed to the Radiation Store via the WHS Unit.			
A request has been made to the WHS Unit for final dose monitoring reports to be provided to applicable staff.			
All radioactive labels have been removed from work surfaces.			

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Items to be Decommissioned	Action required	Person Responsible	Date completed
Biological Materials			
Check that an appropriate disinfectant is selected for decontaminating tasks. Infection Control can assist with selection of disinfectants.			
All work surfaces and storage areas, including bench-tops, floors, surfaces of equipment, fume hoods, water-baths, centrifuges, refrigerators, freezers, incubators, walls, sinks, walk-in coolers, etc. have been decontaminated with appropriate disinfectant.			
Arrangements have been made with the Waste Manager for all potentially infectious material to be disposed of.			
All inside working surfaces of the biological safety cabinets to be decontaminated.			
Arrangements for the decontamination and replacement of the HEPA filter in the biological safety cabinet if required.			
All sharps to be placed in puncture resistant containers for disposal.			
All PC2 signs and other signage no longer applicable to be removed from doors and other surfaces.			
Equipment including			
All equipment to be disinfected and decontaminated.			
Arrange the decommissioning, dismantling and disposal of equipment under an approved risk assessment.			

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Engineering department to be contacted for the safe removal of any equipment connected to building infrastructure if applicable.			
Items to be Decommissioned	Action required	Person Responsible	Date completed
All broken glass to be placed in a rigid, puncture resistant container ready for disposal.			
Records			
A copy of the last current laboratory/ chemical inventory has been provided to the Department Head and WHS&IM Manager for the facility.			
A record of the completed decommissioning form is provided and retained by the Department Head and both the WHS&IM Manager and the Engineering Manager for the facility			

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**Appendix 3: Decommissioning Form**

The purpose of this checklist is to ensure that when a project has finished or a laboratory is decommissioned, that the area in which the work was being done is cleared of all hazards and left in a safe decontaminated state for others. Similarly if the area is being vacated due to refurbishment or maintenance work, it must be left in a state that ensures contractors and engineering staff are not exposed to any biological, chemical or radiation risks. The Department Head/Principal Investigator/Senior Manager whose project has finished or who is vacating the workspace has overall responsibility for ensuring this clean out and decontamination occurs.

For shared facilities, overall responsibility rests with the Program Manager or Divisional Head.

Date Facility due to be Decommissioned :	Principal Investigator:
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Facility:	Building:	Room number:
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Brief description of Task	
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The following Checklist must be completed and signed by the person responsible for managing the above area. This completed checklist must be forward to WHS&IM Manager for final sign off.	Tick when complete
Complete a Decommissioning Notification Form	<input type="checkbox"/>
Conduct a risk assessment for the decommissioning process.	<input type="checkbox"/>
<b>Chemicals</b>	
1. Refrigerators, area under sinks, fume hoods, cabinets, shelves and bench tops have been checked for storage of hazardous materials (include shared spaces).	<input type="checkbox"/>
2. Arrangements have been made for all labelled and segregated chemical containers to be removed by the facility licensed chemical waste contractor in consultation with the facility's Waste Manager	<input type="checkbox"/>
3. The Pharmacy has been contacted for any Schedule 8 Drugs that need to be removed.	
4. Refrigerators have been emptied, defrosted and cleaned.	<input type="checkbox"/>
5. Storage areas (including Fume Cupboards) have been cleaned: chemical residues, drips and spills are appropriately decontaminated and cleaned up.	<input type="checkbox"/>

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6. If the fume cupboard contains filters, the filters have been removed using the established process as for filter replacement. The filter should be packaged and removed as solid chemical waste. If the fume cupboard contains a wash down facility, it is run for at least 15 minutes.	
7. All bench tops have had disposable liners/covers removed from the work surface and surfaces have been cleaned and disinfected.	<input type="checkbox"/>
8. All materials involved in decontamination and clean-up are labelled and packaged as solid contaminated waste awaiting disposal by the chemical waste contractor.	<input type="checkbox"/>
9. All keys to lockable chemical storage cabinets have been returned to Principal Investigator/Department Head.	<input type="checkbox"/>
10. All Cupboards, cabinets, fridges, fume cupboards, laboratory benches are now empty.	<input type="checkbox"/>
<b>Compressed Gas Cylinders</b>	
11. Cylinders are properly labelled and secured.	<input type="checkbox"/>
12. Cylinders not in use are disconnected and capped.	<input type="checkbox"/>
13. Arrangements have been made for returning empty cylinders to vendors.	<input type="checkbox"/>
14. Arrangements have been made for the safe transfer of cylinders to be re-located to another work unit if applicable.	<input type="checkbox"/>
15. For the remaining cylinders, arrangements have been made for the cylinders to be removed by the licensed chemical waste contractor via the WHS Unit.	<input type="checkbox"/>
<b>Radioactive Materials</b>	
16. Arrangements have been made for radioactive materials to be removed to the Radiation Store via the WHS Unit.	<input type="checkbox"/>
17. A request has been made to the WHS Unit for final dose monitoring reports to be provided to applicable staff.	<input type="checkbox"/>
18. All radioactive labels have been removed from work surfaces.	<input type="checkbox"/>
<b>Biological Materials</b>	
19. Check that an appropriate disinfectant is selected for decontaminating tasks. Infection Control can assist with selection of disinfectants.	
20. All work surfaces and storage areas, including bench-tops, floors, surfaces of equipment, fume hoods, water-baths, centrifuges, refrigerators, freezers, incubators, walls, sinks, walk-in coolers, etc. have been decontaminated with appropriate disinfectant.	
21. Arrangements have been made with the Waste Manager for the facility for all potentially infectious material to be disposed of.	<input type="checkbox"/>
22. All inside working surfaces of the biological safety cabinets have been decontaminated.	<input type="checkbox"/>
23. Arrangements have been made for the decontamination and replacement of the HEPA filter in the biological safety cabinet if required.	<input type="checkbox"/>
24. All sharps have been placed in puncture resistant containers for disposal.	<input type="checkbox"/>

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25. All PC2 signs and other signage no longer applicable have been removed from doors and other surfaces.	<input type="checkbox"/>
<b>Equipment including</b>	
26. All equipment has been disinfected and decontaminated.	<input type="checkbox"/>
27. Arrangements have been made for the decommissioning, dismantling and disposal of equipment under an approved risk assessment.	<input type="checkbox"/>
28. Engineering department has been contacted for the safe removal of any equipment connected to building infrastructure if applicable.	<input type="checkbox"/>
29. All broken glass has been placed in a rigid, puncture resistant container ready for disposal.	<input type="checkbox"/>
<b>Records</b>	
30. A copy of the last current laboratory/chemical inventory has been provided to the Department Head and WHS&IM Manager for the facility.	<input type="checkbox"/>
31. A record of this completed checklist is to be retained by the Department Head and WHS&IM Manager for the facility	<input type="checkbox"/>

Department Head or Laboratory Manager or Principal Investigator certify that the above area has been decontaminated and all chemical, biological and radioactive hazards have been removed according to the work practices identified above.

Signature: .....

Name:..... Date:.....

WHS&IM Manager signs off that the laboratory or Service has been appropriately decommissioned according to the Procedure and Checklist:

Signature: .....

Name:.....  
Date:.....