



Animal handling

ID	8384	Alert Number	Critical Risk	Next Review	27/02/2024
GPS Longitude		GPS Latitude		Location	
Category	Activity/Task	Reported By	Andrea McMillan	Significant Risks	Yes
Site		Date	11/06/2021	Status	Completed
Description	Potential for bites, scratches and injuries from handling animals. Biological exposure/contamination resulting in ill health/health issues Zoonosis such as leptospirosis laboratory animal allergy or occupational asthma development from exposure to laboratory animals, especially rodents Stress/distress relating to the handling and manipulation of animals, societal pressure and opinion on animal use				

Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Animal	Live animal	Animal handling/husbandry	Animal Bite/Scratch
Animal	Live animal	Potential allergen exposure	Potential for illness
Animal	Live animal	Zoonosis	Potential for illness
Biological	Laboratory exposure	Pathogens	Potential infection
Psychosocial	Workplace community/relationships	Aggressive Behaviour	Potential for ill health
Psychosocial	Individual factors	person; job fit	Potential for illness

Risks Identified

Risk	Risk/Score
Personal Injury - (risk of injury from animal handling)	- Medium
Personal Illness - (risk of illness from animal use/handling)	- High

Residual Risk Rating 5.00

Type	Control	Control Name	Status	Description
New	Administrative	Internal Policies and Guidelines	Completed	Policy and guidelines for laboratory animal allergens
New	Engineering	Building design	Completed	Design of building (Eccles) for ventilation and extraction of allergens. Use of individually ventilated cages where possible to prevent allergens circulating use of ventilated change stations to prevent allergens circulating Allergen level monitoring
New	Administrative	Health monitoring	Completed	health monitoring programme for animal users - annual RAST blood test Occupational health referrals
New	Administrative	Training	Completed	Education, monitoring, communication.
New	Administrative	Training	Completed	Animal handling and manipulation training provided by AWO prior to any use and handling of animals. All animal users must be on an approved protocol reporting of injuries - if related to handling, retrain
New	Administrative	Internal Policies and Guidelines	Completed	Code of Ethical Conduct for the use of animals in teaching, testing and research required University standard of operations. Standard operating procedures Animal Ethics Committee approval for all animal protocols
New	Administrative	Vaccinations	Completed	Tetanus vaccination for animal technicians and related staff to protect from tetanus. Specific vaccination as identified for research protocols

New	Substitution	Health monitoring of animals	Completed	In coming animals health assessed by Vet prior to use all imported animals quarantined as per MAF requirements and tested post quarantine before use health monitoring of animals managed by Vets/AWO
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Reviews

Date	Person	Findings	Actions	Status
27/02/2023	Noel Jhinku	NFA		Completed

Biological pathogens/Blood and body fluid exposure

ID	8385	Alert Number	Critical Risk	Next Review	27/02/2024
GPS Longitude		GPS Latitude		Location	
Category	Substance	Reported By	Andrea McMillan	Significant Risks	Yes
Site		Date	11/06/2021	Status	Completed
Description	Risk of exposure to pathogens through research and teaching resulting in illness Risk of exposure to unscreened human blood and body fluids resulting in health risk (hepatitis B, C, etc.) Risk of release of uncontrolled biological agent into environment Infectious waste management and disposal exposing others to risk of illness needle stick and sharps injuries with contaminated items use of body parts, specimens and human subjects and communal disease (such as Covid/flu)				

Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Biological	Clinical/body fluids exposure	Pathogens	Potential infections
Biological	Breach of containment	Release of organism	Reputation risk
Physical	Work practices	Inexperienced workers	Potential for injury
Biological	Laboratory exposure	Health status	Increased risk from infection
Biological	General	Bio-medical waste	Potential illness

Risks Identified

Risk	Risk/Score
Personal Illness - (Risk of illness due to use of pathogens/blood and body fluids in research and teaching I)	- Medium
Public Relations - (Risk of reputational damage due to loss of control of pathogens/harmful organisms)	- High

Residual Risk Rating 6.00

Type	Control	Control Name	Status	Description
New	Administrative	Training	Completed	Training for work in PC1, PC2 laboratories required by all staff and students. Sector manager oversight of training and operations.
Modified	Engineering	Use of Biohazard safety cabinets	Completed	use of biohazard safety cabinets class II to prevent exposure to disease/pathogens - certification of cabinets and annual testing, trained operators Room and lab ventilation to minimize exposure. classification of laboratories to PC1/PC2 and Pc3 and built to related specifications as per AS/NZS 2243.3

Modified	Administrative	Protocol approvals	Completed	Research work using uncleared biologicals and risk pathogens as defined by AS/NZS 2243.3 PC1, PC2 and PC3 require approval by the Institutional Biological Safety Committee. Approval must minimise the risk of the use of the pathogen or similar to the required HSNO Act standard. Monitoring and reporting of approvals continue through the IBSC.
New	PPE	Use of PPE	Completed	Appropriate personal protective equipment and clothing identified to minimise risk and worn during lab work. minimum lab coat and gloves, other controls must be specified in the HSNO/IBSC approval
Modified	Administrative	Internal Policies and Guidelines	Completed	Biohazard safety manual outlines requirements for safe PC1, 2 & 3 operations to be applied in all laboratories. Management of Biological non-compliance policy/procedure Emergency plans for significant event or breach of containment
New	Administrative	Internal Policies and Guidelines	Completed	Blood and body fluid policy in place. Occupational health vaccination schedule Occupational health monitoring schedule Blood/body fluid exposure response kits in place follow up blood and body fluid exposure health assessments, testing, etc.
Modified	Administrative	Monitor	Completed	Annual auditing programme for all PC1, 2 & 3 laboratories for compliance. External auditing by MPI 6 monthly incident/event reporting and investigation
New	Administrative	External accreditation or certification	Completed	University as an approved operator registered by MPI required to maintain this status to continue to research under the HSNO act.
Modified	Engineering	Building design	Completed	Design of new builds and refurbishment to AS/NZS 2243.3 and associated standard to meet PC1/PC2/PC3 and HSNO requirements

Reviews

Date	Person	Findings	Actions	Status
27/02/2023	Noel Jhinku	Updated controls		Completed

Hazardous Substances

ID	8396	Alert Number	Critical Risk	Next Review	27/02/2024
GPS Longitude		GPS Latitude		Location	
Category	Substance	Reported By	Andrea McMillan	Significant Risks	Yes
Site		Date	11/06/2021	Status	Underway
Description	range of hazardous substances in use throughout laboratories and clinical areas for research and teaching. HSNO Classes 1 - 9 at various campus locations				

Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Chemical	Hazardous Chemicals	Body contact/exposure	Injury (e.g. burns)
Chemical	Hazardous Chemicals	Fire or Explosion	Injury (e.g. burns)
Chemical	Hazardous Chemicals	Spill or Release	Damage to facilities/equipment
Physical	Storage	Inappropriate storage	Potential for injury
Physical	Transport	Loss of control	Environmental
Physical	Transport	Loss of control	Potential for injury or fatality
Emergency	Physical	Potential injury or death	Potential injury or death
Physical	Housekeeping	Spills on surface	Potential for illness/injury
Physical	Work practices	Inexperienced workers	Potential for injury
Physical	Work processes	Inadequate operating procedures	Potential for injury
Chemical	Hazardous Chemicals	Body contact/exposure	Potential illness
Physical	Work layout / area	Layout not suitable for purpose	Potential for injury

Risks Identified

Risk	Risk/Score
Personal Injury - (potential for injury, burns, explosion, poisoning and environmental contamination by hazardous substances stored on site if not managed appropriately)	- Very High

Residual Risk Rating 10.00

Type	Control	Control Name	Status	Description
New	Administrative	Internal Policy and/or Guidelines	Completed	HSNO Approved COP for laboratories.
New	Engineering	Internal Policy and/or Guidelines	Completed	Statutory budget, lab design and refurbishment safety in design to eliminate hazardous substances exposure (e.g. compliant storage cabinets, ventilation, shelving restraints)
New	Administrative	Training	Completed	lab access and inductions required by all staff and contractors. Students - supervised until deemed competent.
New	Administrative	External accreditation or certification	Completed	Hazardous Substances storage locations identified and certified under HSNO. Annual certification process. Specific emergency response training for each store/location in place
Modified	PPE	Personal Protective Equipment	Completed	Supply and use of appropriate personal protective clothing and equipment in laboratories in clinical areas. Examples include safety glasses/goggles, gloves, respiratory protection, lab coats, refer to SDS.
New	Administrative	restricted substances management	Completed	Restricted or controlled substances (psychoactive substances, Class A & B drugs, 1080, etc.) have permits issued for the use and transportation of substances, authorised by the certifying body (ministry of health, Environmental Protection Agency).
New	Administrative	Safety Data Sheets	Completed	Ensure access to SDS for any hazardous chemical/substance being used/stored on site to ensure correct storage, PPE, disposal, first aid measures and compatibility with other substances .
Modified	Administrative	External accreditation or certification	Underway	WorkSafe NZ approved Code of Practice under review to meet requirements of HASAW (Hazardous Substances) regulations 2017 - current draft is not practical for University laboratories.
Modified	Administrative	Hazardous substances inventory management	Underway	Excel spreadsheet inventories only - no IT inventory support system for hazardous substances inventory and controls. This is part of the supply chain project.

Reviews

Date	Person	Findings	Actions	Status
27/02/2023	Noel Jhinku	Added and updated control measures		Completed

lasers

ID 8401	Alert Number Critical Risk	Next Review 22/02/2024
GPS Longitude	GPS Latitude	Location
Category Activity/Task	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 11/06/2021	Status Underway
Description Use of lasers in teaching and research		

Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Physical	Equipment	Light	Burns
Physical	Equipment	Light	Eye damage
Physical	Equipment	Guarding inadequate	Risk of Injury

Risks Identified

Risk	Risk/Score
Personal Injury - (risk of severe injury and eye damage in relation to unsafe high risk laser)	- Very High

Residual Risk Rating 6.00

Type	Control	Control Name	Status	Description
New	Administrative	Internal Policy and/or Guidelines	Completed	Laser safety manual - all lasers must be classified as per AS/NZS IEC 60825.1. Restricted lasers can only be used by authorised persons. individual risk assessments required for individual restricted lasers. access to restricted lasers is required at all times.
New	Administrative	Training	Completed	only trained and authorised persons may operate restricted lasers.
New	Administrative	Personal Protective Equipment	Completed	protective eye wear must be worn in restricted laser operations. The SOP/risk assessment will outline the required protection.
Modified	Engineering	Guarding and maintenance	Completed	Lasers must be installed, checked, inspected, cleaned, maintained and adjusted in accordance with the manufacturers specifications. Locking mechanism required for some classifications of laser. Refer to documentation for correct operation.
New	Administrative	External accreditation or certification	Completed	Where lasers and associated equipment required recorded scheduled servicing, maintenance activities must be recorded. Any defective lasers and associated equipment must be taken out of services as soon as defects are identified.
New	Administrative	Health monitoring	Completed	Eye/vision baseline monitoring is required prior to using restricted lasers. should any exposure event occur, retesting shall be conducted, and testing on exiting the University. Seek advice from the Occupational health team.

Reviews

Date	Person	Findings	Actions	Status
22/02/2023	Noel Jhinku	Updated control measures		Completed

Radiation

ID 8423	Alert Number	Critical Risk	Next Review	22/02/2024
GPS Longitude	GPS Latitude		Location	
Category	Substance	Reported By	Andrea McMillan	Significant Risks
Site		Date	11/06/2021	Yes
Description	Use of sealed and unsealed radiation sources in research and teaching. Risk of radiation exposure resulting in sickness and ill health, and environmental contamination.			
				Status
				Completed

Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Radiation	Ionizing Radiation	Exposure	Acute Radiation Sickness
Radiation	Ionizing Radiation	Exposure	Cancer/Mutation
Radiation	Ionizing Radiation	Exposure	Contamination of facilities/environment

Risks Identified

Risk	Risk/Score
Personal Injury - (Risk of person injury/illness due to exposure to ionising radiation)	- Very High

Residual Risk Rating 5.00

Type	Control	Control Name	Status	Description
New	Substitution	Ensure the lowest form of radiation is used to achieve desired outcomes	Completed	Reduce risk by using the least hazardous form of radiation for tasks.
New	Isolation	Restricted access	Completed	Only staff competent and trained to use radiation sources
New	Engineering	External accreditation or certification	Completed	All radiation equipment to meet required standards and codes of practice for use under the MOH licensing
New	Administrative	External accreditation or certification	Completed	University holds required licenses to operate radiation plant and equipment, and complies with relevant codes. Audited by ESR on behalf of MOH. Plant and equipment register maintained by H&S Team in Vault.
New	Administrative	Training	Completed	Authorised users for each plant/equipment registered and trained to operate/use radiation.
New	Administrative	Subject matter expert	Completed	Subject matter expert employer to oversee radiation operations and compliance - radiation safety officer with post-graduate qualifications in radiation use/safety or similar
New	Administrative	Code or practice	Completed	Radiation Safety manual/COP outlines requirements for the safe use of radiation and irradiating equipment at the University of Otago.

Reviews

Date	Person	Findings	Actions	Status
22/02/2023	Karen Bonney	NFA		Completed

Needlestick

ID 8424	Alert Number Critical Risk	Next Review 22/02/2024
GPS Longitude	GPS Latitude	Location
Category Activity/Task	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 11/06/2021	Status Completed
Description	Risk of exposure to unscreened blood and body fluids through needle (or sharp equipment) stick injury during clinical work.	

Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Biological	Clinical/body fluids exposure	Pathogens	Potential infections
Biological	General	Bio-medical waste	Potential illness
Physical	Equipment	Sharp blades/parts	Risk of Injury

Risks Identified

Risk	Risk/Score
Personal Illness - (Potential for life threatening infection)	- Very High

Residual Risk Rating 6.00

Type	Control	Control Name	Status	Description
New	Substitution	Use of lowest risk blood/body fluid source	Completed	Use of own blood, animal blood, screened blood wherever possible.
Modified	Administrative	Training	Completed	Training and competency assessment for blood and body fluid handling as per biohazard safety manual. Training using sterile equipment where possible to learn techniques. Screening of patients.
New	Administrative	Internal Policy and/or Guidelines	Completed	Biohazard safety manual and Blood and body fluid policy outline requirements for the safe handling of blood and body fluids including universal precautions.

Reviews

Date	Person	Findings	Actions	Status
22/02/2023	Karen Bonney	NFA		Completed

Plant and equipment

ID	8425	Alert Number	Critical Risk	Next Review	22/02/2024
GPS Longitude		GPS Latitude		Location	
Category	Activity/Task	Reported By	Andrea McMillan	Significant Risks	Yes
Site		Date	11/06/2021	Status	Completed
Description	use of plant and equipment in clinical and laboratory areas.				

Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Physical	Equipment	Contact with hot/cold surfaces	Risk of illness
Physical	Equipment	Guarding inadequate	Risk of Injury
Physical	Equipment	entanglement	Risk of Injury
Physical	Equipment	Moving parts	Risk of Injury
Physical	Equipment	Noise	Risk of illness
Physical	Equipment	Plant/equipment not maintained	Risk of Injury
Physical	Equipment	Potential for projectiles	Risk of Injury
Physical	Equipment	Sharp blades/parts	Risk of Injury
Physical	Equipment	Dust generation	Risk of illness
Physical	Electrical	Use in wet environment	Electrocution
Physical	Electrical	Faulty equipment	Electrocution
Physical	Electrical	Overloading	Fire

Risks Identified

Risk	Risk/Score
Personal Injury - (multiple types of plant and equipment with a range of hazards. Unsupervised or unskilled use has a high potential for injury.)	- Very High

Residual Risk Rating 6.00

Type	Control	Control Name	Status	Description
New	Engineering	External accreditation or certification	Completed	Plant and equipment must be fit for purpose, maintained, repaired and certified as required. External certification may be required.
Modified	Administrative	Inspection and audits	Completed	Auditing and inspection of plant and equipment to ensure safe for operation and compliance with current regulations

New	Administrative	Training	Completed	Procedure guidelines in use, and competency training. restrict use to authorized users who have demonstrated competency.
Modified	Engineering	Guarding and emergency stops	Completed	Ensure appropriate guarding is in place and used. Emergency stops are fitted on required equipment for use in case of an emergency
New	Administrative	Standard Operating Procedures available	Completed	SOP documented and used for training, and available for all users.
New	Administrative	Internal Policy and/or Guidelines	Completed	Pre-purchase health and safety risk assessment of plant for noise, guarding, hazardous substances. Training and maintenance provision by vendor as a part of purchasing arrangements.
New	PPE	Personal Protective Equipment	Completed	Wearing appropriate personal protective clothing and equipment as defined in the SOP.
New	Engineering	Noise levels managed below 85DBA or 140 DBA peak	Completed	Noise levels maintained below hearing loss levels at 85 DBA per 8 hour average or peak of 140 DBA.
New	Administrative	Personal or environmental monitoring	Completed	hearing monitoring by Occupational Health team as identified by Noise levels. Occupational health monitoring procedure
New	Administrative	AS/NZS Standard 3003 Electrical installations	Completed	Body protected areas are used where necessary, and certified to the standard AS/NZS 3003 Electrical installations - Patient areas. Electrical installations in high risk areas, such as laboratories, as per AS/NZS 3003.
New	Administrative	Internal Policy and/or Guidelines	Completed	Electrical Testing of portable electrical equipment policy and guidelines - outlines required testing of equipment

Reviews

Date	Person	Findings	Actions	Status
22/02/2023	Noel Jhinku	Updated controls		Completed

Fire

ID 8426	Alert Number Critical Risk	Next Review 22/02/2024
GPS Longitude	GPS Latitude	Location
Category Activity/Task	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 11/06/2021	Status Completed
Description Risk of fire from the use of flammable goods, electrical equipment, heat in laboratories, etc.		

Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Emergency	Physical	Potential injury or death	Potential injury or death
Chemical	Hazardous Chemicals	Fire or Explosion	Potential illness
Chemical	Hazardous Chemicals	Fire or Explosion	Damage to facilities/equipment

Risks Identified

Risk	Risk/Score
Personal Injury - (risk of fire due to variety of activities within laboratories and use of flammable substances, etc.)	- Very High

Residual Risk Rating 5.00

Type	Control	Control Name	Status	Description
New	Administrative	Internal Policies and Guidelines	Completed	Polices and guidelines for the safe operations of laboratories and clinical areas to reduce the risk of fire. including policies, risk assessments, electrical installations, hazardous substances handling, trained operators, security, signage, gas monitoring, etc.
New	Engineering	Fire fighting equipment	Completed	Ensure fire extinguishers, blankets are available within area or near by in case of an incident. Trained fire wardens in area. Follow flip chart guidelines.

Reviews

Date	Person	Findings	Actions	Status
22/02/2023	Karen Bonney	Controls updated		Completed

Compressed gases

ID	8449	Alert Number	Critical Risk	Next Review	22/02/2024
GPS Longitude		GPS Latitude		Location	
Category	Activity/Task	Reported By	Andrea McMillan	Significant Risks	Yes
Site		Date	11/06/2021	Status	Completed
Description	Compressed gas hazards - risk of explosion of cylinder, risk of fire, risk of discharge of contents, risk of manual handling injury, risk of spill/burn or similar				

Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Chemical	Compressed Gases	Cylinder damaged or leaking	Asphyxiation/Poisoning
Chemical	Compressed Gases	Cylinder damaged or leaking	Fire or Explosion
Chemical	Compressed Gases	Unrestrained cylinder	Injury
Physical	Manual handling	Heavy loads	Potential for injuries
Physical	Equipment	Contact with hot/cold surfaces	Burns
Physical	Storage	Inappropriate storage	Potential for injury
Chemical	Hazardous Chemicals	Body contact/exposure	Potential illness
Chemical	Hazardous Chemicals	Fire or Explosion	Injury (e.g. burns)

Risks Identified

Risk	Risk/Score
Personal Injury - (Compressed gas can be toxic, flammable, oxidizing, corrosive or inert. In the event of a leak, inert gases can quickly displace air and create an oxygen deficient atmosphere, toxic gases can poison and flammable or reactive gases can explode or burn. The pressure from the gas and weight of the cylinders can cause injury, falling cylinders can cause injury as well as substance release.)	- Very High

Residual Risk Rating 6.00

Type	Control	Control Name	Status	Description
Modified	Administrative	Training	Completed	Education and training on the safe handling, use and storage of cylinders. Delivery by authorized persons only. repairs by authorised persons only.

Modified	Administrative	Internal Policy and/or Guidelines	Completed	HSNO COP and lab safety manual outline requirements for cylinder management. Stat budget and building/lab design and refurbishment requires double chaining of cylinders valve cap to be in place when not in use. colour coding and labelling of cylinders store cylinders in appropriate place with adequate ventilation, away from heat, flame and the sun. high risk gases must have SOP
New	Engineering	Equipment	Completed	use of trolleys/hand trucks or similar for the moving of large cylinders use of value protection caps mark or tag EMPTY cylinders

Reviews

Date	Person	Findings	Actions	Status
22/02/2023	Noel Jhinku	NFA		Completed

Sharps

ID 8488	Alert Number Critical Risk	Next Review 22/02/2024
GPS Longitude	GPS Latitude	Location
Category Activity/Task	Reported By Karen Bonney	Significant Risks Yes
Site	Date 15/06/2021	Status Completed
Description	Items and equipment with potential to cause cut or puncture injuries, e.g. needles, scalpel blades, broken glass. Risk of biological/pathogen contamination.	

Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Physical	Equipment	Sharp blades/parts	Risk of Injury
Biological	Clinical/body fluids exposure	Pathogens	Potential infections
Chemical	Hazardous Chemicals	Body contact/exposure	Poisoning
Chemical	Hazardous Chemicals	Body contact/exposure	Potential illness

Risks Identified

Risk	Risk/Score
Personal Injury - (Potential for injury and emotional distress if sharps are handled or disposed of incorrectly.)	- High
Personal Illness - (risk of pathogen exposure from blood and body fluids, and other pathogens involved in research. Infection/disease potential (such as hep B,C).)	- Medium

Residual Risk Rating 5.00

Type	Control	Control Name	Status	Description
New	Administrative	Use of sharps bins	Completed	Disposable sharps such as used needles and scalpel blades should be disposed immediately into sharps bins at the point of use.
New	Administrative	Training and/or Supervision	Completed	Users must be trained in the safe use and disposal of sharps.
New	Administrative	Blood and body fluid exposure response	Completed	Blood and body fluid exposure guidelines for prevention and response in relation to a needle stick or sharps incident. Includes taking blood samples of injured party and source where possible and health monitoring through occupational health.

Modified	Elimination	Occupational health assessment	Completed	Pre-work occupational health assessments where pathogens are likely to be present/use in research/teaching.
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Reviews

Date	Person	Findings	Actions	Status
22/01/2016	Bonney, Karen June			Completed
15/06/2021	Karen Bonney	Updated description and controls		Completed
19/01/2023	Andrea McMillan	updated risk controls to reflect occupational health and reference to blood and body fluid policy and guidelines		Completed

Lone Worker

ID 8522	Alert Number Critical Risk	Next Review 01/03/2024
GPS Longitude	GPS Latitude	Location
Category Activity/Task	Reported By Karen Bonney	Significant Risks Yes
Site	Date 11/06/2021	Status Completed
Description Injury/Medical event not being able to access emergency services or assistance. Alone in building after hours with no emergency contacts. Psychological impact of working alone.		

Risks Identified

Risk	Risk/Score
Personal Injury	- Medium

Residual Risk Rating 6.00

Type	Control	Control Name	Status	Description
New	Administrative	Communication	Completed	Use of Get Home Safe System or similar system to track lone workers. Buddy system to check in/check out.
New	Administrative	Define risk	Completed	Define risk work that requires two persons present (e.g. use of machinery, laboratory work)
New	Administrative	Rotation of lone worker shifts	Completed	Avoid long terms of working alone to minimise stress/isolation and to maintain contact with co-workers.

Reviews

Date	Person	Findings	Actions	Status
01/03/2023	Andrea McMillan	NFA		Completed