

# BUILDING 15 - JOONDALUP CAMPUS

## ECU STAFF INDUCTION FORM

- Shown emergency exits
- Described the route to Zone 5 Evacuation Assembly area
- Explain Duty of Care - you have a responsibility for your own welfare and that of others in the workplace
- Must have appropriate footwear
- Location of Fire Extinguishers but please DO NOT use them
- No food and drink to be consumed in the building except for tea room and foyer
- Aware of appropriate Manual Handling techniques
- Clean up after yourself - we have brooms, dustpans, mops etc.
- Chairs - controls, wheels, ergonomic advice, returning seat after use
- Lab coat if heating liquids and using hazardous substances, store in own compartment in PC2 areas
- Working alone ([link to policy](#)) and suggest NowForce app
- Hazardous substances used in this area, take appropriate cautions. No decanting stock hazardous substances in DG store, don't move chem cabinets w/o RA
- Use of/precautions using cold rooms/freezer rooms
- Maintenance called for power, gas, water, lighting, air-con and room fitting problems
- Electrical - testing and tagging, fit for purpose
- Report accidents, near misses to Area Manager/Rep
- Location of spill kit
- Handwashing
- Use of BSC and FC
- Materials movement - gear, waste, LN2
- Gases store/alarms
- Lockers - signage coming soon. Please use a 4-digit number, after 3 unsuccessful attempts a user will need to wait a minute before attempting again and if there are problems call Security
- Evacuation plans are posted
- Gas emergency stops - show location and remind these only do certain areas, again signage coming
- Bench gas taps - push in and turn
- If the building goes into alarm (e.g. fire etc) the natural gas is shut off centrally

- Emergency showers - activation sends a paged alarm to Security
- Air pressure alarms - for PC2 reasons the labs operate under negative pressure. If doors are open for too long the negative pressure drops and activates an alarm. The lab will stay in alarm until the air con can catch up and return the room to negative pressure
- Airconditioning is on automatically between 6am and 5pm. Outside these times this button (show inductees) needs to be pressed
- Light switches - lights can be dimmed/brightened and there is a menu item for the whole lab
- Curtains - raised and lowered using these switches (point out the location of the switches)
- There is a duress alarm in the disabled toilet
- Pretty much all of the building, inside and out, is being recorded. No escaping big brother!
- Carbon dioxide, Compressed air and Vacuum (show location) shut off the whole lab
- Fume Cupboard emergency stop (estop) button only stops power and gas to that Fume Cupboard
- The Fume Cupboards have thermal fire detectors rather than smoke
- Fume Cupboards are on backup generator, but Biological Safety Cabinets are not

## Inductee Information

*I acknowledge that I have been inducted and agree to abide by the rules/points above.*

INDUCTEE NAME		STAFF NUMBER	
SIGNATURE		DATE	

## Approver Information

*I acknowledge that I have inducted the Inductee and have explained the points above.*

NAME OF APPROVER		TITLE	
SIGNATURE		DATE	

Please **EMAIL** a copy of this Induction form to the SSCI Administration Office for record-keeping purposes

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