

LABORATORY SAFETY INDUCTION FORM

This Induction Checklist is to help Supervisors/Area Managers when inducting new staff, students or visitors who are about to commence working in the Supervisor/AM's Laboratory. The Checklist MUST be signed and dated by the Inductees and Supervisor and a copy emailed to the Administration Team, so that SSCI's Training & Induction Records can be updated. Please tick each box and insert N/A if the point is not necessary. Additional points can be added in Further Comments on PG2.

Emergency Procedures

- Location, types and appropriate use of fire extinguishers and blankets (*only fight minor fires if trained and it is safe to do so*)
- Location of nearest fire cabinet/host. Identify floor fire wardens
- Location and explanation of Emergency Evacuation notices and what to do when alarm sounds
- Location of fire exits and assembly area
- Location of Emergency cut-off button
- Location and use of emergency shower and eyewash

Personal Safety

- No smoking, eating or drinking in the lab
- Keep long hair tied back
- Appropriate footwear to be worn at all times
- Location of hand wash basin (only to be used for washing hands)

Personal Protection Equipment (PPE)

- Lab coats to be worn when appropriate
- Location and use of disposable gloves
- Eye and ear protection to be worn when appropriate
- Appropriate gloves and visor to be worn when handling liquid nitrogen

First Aid

- Your Supervisor to organise training if required
- Location of first aid kits, field kits and first aiders
- Accidents resulting in injury must be reported ASAP to Supervisor/Area Manager and H&S Rep

Chemical Hazards

- All spills (including water) should be cleaned up immediately
- Location of nearest spill kit, dustpan and brush, mop and paper towels
- All chemicals fully labelled with the name of the chemical concentration, date, the name of the person making up the solution and appropriate cautions e.g. flammable, corrosive etc.
- Fume Cupboard – how and when to use
- All chemicals stored and used appropriately

Waste Disposal

- Location and purpose of glass, sharps and rubbish bins
- Infectious substances and body fluids into biohazard bag and autoclaved in compliance with Uni/School Procedures and policies
- Correct chemicals' waste to be disposed of as per MSDS. If unsure, see Supervisors or Technicians
- Lab users alerted to disposal and chemical spill protocols in Lab Safety File

General

- Material Safety Data Sheets to be kept for every chemical in the lab
- Explanation of a hazard and how to start the Hazard Resolution Process
- Explanation of Duty of Care and that it applies to all lab users (including cleaners)
- Explanation and completion of Risk Assessment Management Plan (RAMP) for project and maybe specific practices or protocols
- Lab users alerted to web-based Uni/School (H&S website) OH&S policies and procedures

Security and Maintenance

- Lab users responsible for security of lab and equipment
- Lab users alerted to After-Hours procedures
- For problems with power, gas, water, lighting, air-conditioning and room fittings, make a Maintenance request on ext. 5554 or email: maint@ecu.edu.au
- If using unfamiliar/suspect or faulty equipment, see your Supervisor first

Further Comments & Information

Room & Access Information

Room #			
Reason for Access			
Access Start Date		Access End Date	

Inductee Information

I, the Inductee, acknowledge that I have read and understood this Induction Form and agree to abide by ECU OSH policies and the School of Science requirements and procedures.

FULL NAME	STAFF/STUDENT ID	SIGNATURE	DATE

Supervisor / Area Manager Information

I, acknowledge that I have inducted the Inductees above and have explained the use of equipment and processes, where applicable.

NAME OF SUPERVISOR / AM			
SIGNATURE		DATE	

When Induction complete, email signed form to the Administration Team