This checklist is to assist UNE staff to induct all students to laboratory environments upon the commencement of their unit or research period. This includes undergraduates, post graduates and HDR students.

|  |  |  |  |
| --- | --- | --- | --- |
| **Induction Details** | | | |
| Name of Inductee |  | Unit code |  |
| Lab number |  | Name of Inductor |  |
| Date |  | Position |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Induction Items** | | | |
| **Item Discussed** | **Yes** | **No** | **n/a** |
| UNE Work Health and Safety (WHS) Commitment | | | |
| Inductee understands that all WHS related resources (tools and templates) are available via Safety Hub at <http://www.une.edu.au/safety>. Resources are NOT to be saved to hard drives – get the newest resource direct from Safety Hub. |  |  |  |
| Individual Responsibilities | | | |
| Inductee understands their duty to ensure health and safety of self and others, and their duty to cooperate and follow reasonable WHS instructions |  |  |  |
| Inductee understands they will be excluded from laboratory if not wearing appropriate clothing & PPE such as:   * Safety glasses * Long hair tied back * Covered footwear * Laboratory coat |  |  |  |
| Inductee understands:   * They will be excluded from laboratory if I am behaving in manner which may cause danger to myself or others. * They must not enter the teaching laboratory without permission or supervision. * No food or drink is allowed to be consumed in the laboratory. |  |  |  |
| Reporting | | | |
| The requirement and method for reporting incidents, injuries and hazards is understood i.e. direct to Lab Technician or other supervisor and to the WHS Team via our reporting software at <http://www.une.edu.au/safety/report-all-injuries-and-hazards> |  |  |  |
| Inductee understands they have a duty to inform the supervisor of any personal conditions that may put myself or others at risk |  |  |  |
| Safety Features of the Laboratory | | | |
| Inductee has been advised on the use and location of:   * Safety showers * Eye washes * Fire blanket * Fire extinguishers * Electrical Isolation Button * Gas Isolation Taps |  |  |  |
| **Item Discussed** | **Yes** | **No** | **n/a** |
| Inductee has been advised on the location and use of PPE such as:   * Disposable Nitrile Gloves * Washing up Gloves * Heat Cloths * Spare Safety Glasses * Other PPE available on request (Gas Masks, Face Shields) |  |  |  |
| Emergency Procedures | | | |
| Emergency procedures are known |  |  |  |
| The evacuation route and assembly area is known |  |  |  |
| Emergency Warden/s is/are known |  |  |  |
| First Aid Officer is known |  |  |  |
| The location of first aid kits are known |  |  |  |
| Emergency contact numbers are known i.e. 000 in any emergency and 6773 2099 for UNE Safety and Security |  |  |  |
| Inductee has been advised that fire doors may close without warning in the event of a drill or actual evacuation |  |  |  |
| Inductee understands that:   * Spill clean equipment is to be used for low risk spills and breakages only * Hazardous spills cleaned up by technical staff |  |  |  |
| Amenities | | | |
| Inductee has been shown where the amenities are including toilets and kitchen, along with drinking water, storage for valuables and rest areas |  |  |  |
| Waste disposal practices have been explained – including sharps and hazardous chemicals |  |  |  |
| Hazardous Chemicals | | | |
| Inductor to explain UNE subscription to ChemWatch and access to Safety Data Sheets (SDSs). Relevant training to be organised. |  |  |  |
| Specific induction required for use of Hazardous Chemicals and compressed gases such as Liquid Nitrogen or Dry Ice. |  |  |  |
| Risk Management |  | | |
| Inductee is to participate in additional training specific to the work area or job tasks to be performed (e.g. machinery, equipment, vehicles, PC2) |  |  |  |
| Relevant Job Safety Analysis’ (JSA) and Standard Operating procedures (SOPs) have been reviewed |  |  |  |
| Please list additional induction and training requirements or JSA/SOP details/requirements here | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Discussed** | **Yes** | **No** | **n/a** |
| Working with Animals | | | |
| Is the inductee known to be immune to Q Fever?  Immunity is confirmed by a previous diagnosis of Q Fever, a positive skin or blood test or vaccination. If ‘yes’ go to the next section. |  |  |  |
| *If ‘yes’ to the following questions, Q-Fever immunisation will be offered and provided by the University. The Inductor is responsible for making arrangements.* | | | |
| Will the inductee, as part of their work or study, regularly handle ruminant animals or samples of bodily fluids or faeces of ruminant animals? |  |  |  |
| Will the inductee, as part of their work or study, regularly visit intensive animal farms or animal holding, breeding or transportation facilities that are regularly occupied by ruminant animals? |  |  |  |
| Will the inductee, as part of their work or study, regularly visit slaughtering or butchering facilities that process ruminant animals? |  |  |  |
| Will the inductee, as party of their work or study, regularly handle wild mammals (native or feral)? |  |  |  |
| Laboratory Preparation | | | |
| Inductee understands they must prepare before laboratory sessions and may be excluded from the lab if under prepared. Preparation includes:   * Read lab manual and other material and have a basic understanding of procedures and equipment to be used. * Prepare a risk assessment, have it submitted and approved. * Read and understand SOP’S of equipment to be used. |  |  |  |
| During the Laboratory Session | | | |
| Inductee understands they are responsible for minimising chemical hazards to themselves and others.   * Replace lids on all chemical bottles and return to correct storage area. * Label all samples and reagents in glassware. * Clean up small transfer spillages in common work areas such as balances & instrument room. * Transfer volatile and toxic chemicals in fume hoods. * Use conical flasks or stoppered vessels for volatile chemicals. * Transfer the minimal amount of chemical from reagent bottles. |  |  |  |
| Inductee understands they must not use equipment or start a new chemical procedure without training.   * Initial training of equipment and procedures is done by demonstrators and not student to student. * Listen carefully during training, take notes or pictures. Ask questions if unsure. |  |  |  |
| Inductee understands they are responsible for proper disposal of hazardous waste that I produce during the laboratory.   * All hazardous waste must go in the correct waste container. * Hazardous residues must be rinsed from glassware into a waste container with an appropriate solvent before washing up. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Discussed** | **Yes** | **No** | **n/a** |
| During the Laboratory Session – cont. | | | |
| Inductee understands they must maintain good housekeeping.   * Keep track of all chemicals & solutions being used * Discard all used disposable lab ware, gloves & tissues in appropriate bins * Wash glassware regularly and keep work area uncluttered * Do not leave glass pipettes & thermometers general basket drying baskets. Use upright drying racks |  |  |  |
| Before Leaving the Laboratory | | | |
| Inductee understands that before leaving the laboratory the following items must be completed:   * Check all samples and incomplete reactions are labelled correctly. * All general glassware is washed up and left draining racks * All kit equipment is returned to kits and not left in general drying rack. * Work area is clean. * Remove laboratory coat and store in plastic bag away from everyday items. * Wash hands. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Special Needs | | | |
| Does the Inductee have special needs relating to mobility, language, vision or hearing impairments? If yes, please contact the WHS Team at [whs@une.edu.au](mailto:whs@une.edu.au) if assistance is required. |  |  |  |
| Does the Inductee believe they could have difficulty evacuating in the event of an emergency? If yes, a Personal Emergency Evacuation Plan (PEEP) can be developed with assistance from the WHS Team. |  |  |  |
| Volunteers | | | |
| If the inductee is a volunteer please ensure WHS F034 Volunteer Acknowledgement Form is completed. The volunteer inductee understands that they are not covered by the UNE Workers Compensation Insurance |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sign off** | | | |
| Inductee name |  | Inductor name |  |
| Inductee signature |  | Inductor signature |  |

|  |
| --- |
| ***Records Storage Instructions*** |
| *This completed form must be recorded in TRIM Container A17/3818 utilising a TRIM license in your School/Business Unit.* |