

## LOCAL AREA OHS INDUCTION MODULE

### CRYOGENIC FACILITY INDUCTION CHECKLIST

Staff/Student/Contractor/Visitor details	
Name:	
Staff/Student ID Number:	
Manager/Supervisor:	
Faculty:	
School:	
Department:	
Company:	
Cryogenic facility:	
Local area start date:	
<ul style="list-style-type: none"> <li>This induction module is intended as a guideline for the induction of Monash staff, honours and post-graduate students, contractors and visitors prior to gaining access to a cryogenic facility. Local area induction must be delivered by a supervisor or appropriate delegate who has been trained on induction. All induction and training must be refreshed at least every 3 years.</li> <li>This induction authorises the inductee to enter the cryogenic facility, however Monash University training is required before handling cryogenics.</li> <li>This induction checklist may be modified to suit the specifics of the facility.</li> </ul>	
A. Evidence of local area and general induction	
<ul style="list-style-type: none"> <li>Inductee has received Lab, Studio, Workshop local area induction</li> </ul>	Yes <input type="checkbox"/>
B. Access Requirements	
Is access required:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Only under supervision	Yes <input type="checkbox"/> No <input type="checkbox"/>
Access for business hours only:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Highlight that training is a mandatory requirement of access to this facility</li> </ul>	
Access for after-hours/weekends (some staff and students):	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Highlight that training is a mandatory requirement of access to this facility</li> <li>Extreme caution should be taken before accessing cryogenic facilities outside regular hours or when emergency response is limited</li> </ul>	
C. Emergency Response	
Ensure inductee is aware of:	
Emergency procedure for an oxygen depleted atmosphere situation	Yes <input type="checkbox"/>
How to check oxygen levels are safe prior to entry	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
The procedure to visually inspect facility for signs of danger	Yes <input type="checkbox"/>
The procedure for raising alarm	Yes <input type="checkbox"/>
That a facility must not be entered if any of the above situations apply	Yes <input type="checkbox"/>
The types and corresponding safe use of liquid nitrogen vessels	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
How to identify the location and use of any isolation systems including:	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Cryogenic material isolation switch</li> </ul>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Power isolation</li> </ul>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Gas isolation</li> </ul>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

Spill procedures	Yes <input type="checkbox"/>
Fire fighting measures including the location of extinguishers	Yes <input type="checkbox"/>
First aid procedures for cold burns	Yes <input type="checkbox"/>
Instruct employee on locating a first aider (e.g. names displayed on first aid kit)	Yes <input type="checkbox"/>
Direct inductee to location of nearest Medical Health Service	Yes <input type="checkbox"/>
<b>D. Mandatory procedures for entering and exiting cryogenic facilities</b>	
Inductee understands:	
• Notification process to relevant facility manager before entry	Yes <input type="checkbox"/>
• No food or drink to be brought into facility	Yes <input type="checkbox"/>
• All local safety procedures including personal protective equipment (PPE) requirements must be followed when accessing facility	Yes <input type="checkbox"/>
• Demonstrate how to use relevant PPE equipment	Yes <input type="checkbox"/>
<b>E. Hazardous materials present in cryogenics facility</b>	
<b>Dry Ice</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Liquid Nitrogen</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
• Liquid Nitrogen accessible in vapour phase only	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
• Liquid Nitrogen accessible in liquid phase	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
• Liquid Nitrogen in a pressurised system	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Liquid Helium</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Other cryogenic material</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>F. Risk management of cryogenic users</b>	
Show inductee the location of, and how to access, existing Risk Assessments and SWI's for the cryogenic facility	Yes <input type="checkbox"/>
Explain mandatory requirement for Risk Assessment (or SWMS for contractors) and Safe Work Instructions that incorporate all elements of cryogenic material use including:	Yes <input type="checkbox"/>
• Purchasing of cryogenics	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
• Storage of cryogenics	Yes <input type="checkbox"/>
• Handling and use of cryogenics	Yes <input type="checkbox"/>
• Disposal of waste cryogenics	Yes <input type="checkbox"/>
Risk Assessments and Safe Work Instructions to be provided to facility manager before commencing any activities	Yes <input type="checkbox"/>
<b>G. Assessment of training needs</b>	
Instruct staff member on how to complete Monash University Cryogenics (Liquid Nitrogen) training prior to working with cryogenics.	Yes <input type="checkbox"/>
Ensure that student has completed Student Project Safety – Cryogenics prior to working with cryogenics.	Yes <input type="checkbox"/>

## H. Sign Off

I understand that by checking this box, I agree to observe all Monash University OHS requirements

Signature of Inductee:

Date:

Signature of Supervisor:

Date:

**This form must be kept as a local record that the above has been inducted.**