# Laboratory OHS Induction

## Staff/Student/Contractor/Visitor details

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<th>Name:</th>
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<tr>
<td>Staff/Student ID Number:</td>
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<td>Manager/Supervisor:</td>
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<td>Faculty:</td>
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<td>School:</td>
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<td>Room/Building number(s) inductee will be working in:</td>
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<td>Local area start date:</td>
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- This induction checklist is to be completed by all Monash staff or honours and post-graduate students upon entering a local area to undertake work. Local area induction must be contextualised to suit the work area and must be delivered by a supervisor or appropriate delegate, who has been briefed on the process. All induction and training must be refreshed at least every 3 years.
- This induction constitutes the minimum safety information that must be provided prior to entering a hazardous facility. This induction does not constitute training on specific hazardous procedures or equipment within the lab which must be provided prior to use.

## A. General OHS Induction

- Inductee has received **SoC General OHS Induction** Yes ☐

## B. Access Requirements

Does the inductee require access to the laboratory:

- Only under supervision Yes ☐ No ☐
- Only during business hours Yes ☐ No ☐
- Access required after-hours/weekends/public holidays Yes ☐ No ☐
  - If yes, highlight additional responsibilities while conducting work after-hours or when emergency response is limited ([After Hours Procedure](#)), particularly section 8.3 - description of categories for after-hours work and study

Identify restricted access areas (e.g. cryogenic facilities, radiation (hot) labs, etc.): Yes ☐ N/A ☐

Inductee has been informed not to enter restricted access areas unless authorised. Yes ☐

### Is access to additional restricted areas required

- ensure corresponding local area induction modules are completed as identified in section I of this checklist

Yes ☐ No ☐
C. Procedures for entering and exiting

Has inductee been made aware:

- That no food or drink is allowed in the laboratory  
  - Yes ☐  
  - N/A ☐

- The general PPE requirements including:
  - Lab coat  
  - Yes ☐  
  - Safety glasses  
  - Yes ☐  
  - Closed toe shoes  
  - Yes ☐  
  - Gloves  
  - Yes ☐  
  - Other  
  - Yes ☐  

- That lab coats and gloves are to be removed prior to exiting  
  - Yes ☐  
  - N/A ☐

D. Emergency response

Inductee has been familiarised with additional emergency response procedures including:

- Spill procedures relevant to hazard (e.g. biological, chemical, radiation)  
  - Yes ☐  
  - N/A ☐

- Safety showers, skin and eye wash facilities  
  - Yes ☐  
  - N/A ☐

- Fire fighting measures including location of extinguishers  
  - Yes ☐  
  - N/A ☐

- Emergency power and gas shut off  
  - Yes ☐  
  - N/A ☐

- First aid procedures  
  - Yes ☐

E. Hazards present in the laboratory

Does the inductee understand that safety associated with all hazards is the responsibility of the generator or purchaser of the hazard including purchase, storage, use and waste disposal for the following:

- Biological hazards  
  - Yes ☐  
  - N/A ☐

- Chemical hazards  
  - Yes ☐  
  - N/A ☐

- Scheduled poisons and drugs  
  - Yes ☐  
  - N/A ☐

- Hazardous equipment/high voltage  
  - Yes ☐  
  - N/A ☐

- Pressurised vessels  
  - Yes ☐  
  - N/A ☐

- Ionising radiation  
  - Yes ☐  
  - N/A ☐

- Cryogenics  
  - Yes ☐  
  - N/A ☐

- Nanotechnology, Nanomaterials and/or Nanoparticles  
  - Yes ☐  
  - N/A ☐

F. Risk management requirements of laboratory users

- Show inductee the location of, and how to access, existing Risk Assessments and Safe Work Instructions  
  - Yes ☐  
  - N/A ☐

- Ensure inductee is aware of how to complete a Risk Assessment prior to commencing work:  
  - Yes ☐

- Ensure the inductee is aware that Risk Assessments and Safe Work Instructions are to be signed off by (i) their supervisor and (ii) a SoC Safety Officer prior to commencing any hazardous activities  
  - Yes ☐
• Ensure the inductee is aware that local training must be provided for hazardous equipment and/or processes and that training must be recorded. Yes ☐

• For Synthetic Processes: Yes ☐ N/A ☐

Refer to the generic Synthesis Risk Assessment template and Safe Working Instructions. The Risk Assessment should consider the following:

- Process control beyond PPE
- Cleaning of equipment
- Disposal of waste
- Emergency management
- Labelling of chemical samples

G. Dangerous Goods Storage

• Show inductee the location of, and how to interpret, the Dangerous Goods and Combustible Liquids Segregation Poster.

Dangerous Goods and Combustible Liquids Segregation Poster

• Ensure the inductee is aware of the storage and segregation requirements for incompatible Dangerous Goods.

• Ensure the inductee is aware how to interpret a chemical MSDS (SDS) with respect to the Handling and Storage requirements, including incompatibilities, of the chemical (Section 7).

see also OHS Training requirements (below)

H. OHS Training Requirements

Is the inductee required to undergo additional centralised OHS training for specific hazards to ensure competency to complete the work/study safely?

A guide to centralised OHS training requirements can be found at on your myDevelopment page under Browse for learning – Occupational Health and Safety

myDevelopment can be accessed through your my.monash portal using the HR & employment tile

Please specify which additional OHS training are required:

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<tr>
<td>Gas Cylinder and Cryogenic Training (Moodle)</td>
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<tr>
<td>Hazardous Substances and Dangerous Goods Awareness</td>
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<td>Note: Compulsory for working with chemicals</td>
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<td>Chemwatch MSDS (see Safety Officer)</td>
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<td>Local Training (laboratory specific):</td>
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I. Record Keeping

The following documents MUST be kept by the inductee and referred to as required:

- Laboratory Induction Form
  - Yes □
- Risk Assessments (to be reviewed every 3 years)
  - Date of review
  - 1st Review
  - 2nd Review
  - 3rd Review
- Safe Work Instructions.
  - Yes □
- Local Training Records
  - Yes □

J. Sign Off

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

Yes □

Name of Inductee:

Signature of Inductee: Date:

Name of Supervisor:
(or designated representative)

Signature of Supervisor: Date:

Name of Safety Officer:

Signature of Safety Officer: Date: