

## ANIMAL RESEARCH MODULE LOCAL AREA OHS INDUCTION CHECKLIST

### Staff/Student/Contractor/Visitor details

Name:	
Staff/Student ID Number:	
Manager/Supervisor:	
Faculty:	
School:	
Department:	
Company:	
Animal facility:	
Local area start date:	

- This induction module is intended as a guideline for the induction of Monash staff, Honours and Postgraduate students, contractors and visitors prior to gaining access to an animal research facility. Local area induction must be delivered by a supervisor or appropriate delegate who has been trained on induction.
- This induction authorises the inductee to enter an animal research facility, however training may be required before handling animals.
- This induction checklist may be modified to suit the specifics of the facility.

### A. Evidence of local area and general induction

Inductee has received all prior required induction steps	Yes <input type="checkbox"/>
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### B. Access Requirements

<b>Animal Models to be accessed:</b>	
• Mice	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ Spiny Mice	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Rats	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ SPF Rats	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Sheep	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Non-human primates	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ Macaque	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ Marmoset	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Rabbits	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Minipig	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Access requirements for work activity</b>	
• Access required under supervision	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Access for regular hours only	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Access for after-hours/weekends	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Restricted access areas (e.g.):	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ MARP facilities – Ensure inductee is aware of requirement to be inducted	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

**If inducted requires access to restricted access areas ensure corresponding modules are completed as identified in section H**

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### C. Emergency response

Run through animal facility emergency response procedures including:

- |   |   |
|---|---|
| ▪ Local alarm systems   | Yes <input type="checkbox"/> N/A <input type="checkbox"/> |
| ▪ Safety showers, skin and eye wash facilities  | Yes <input type="checkbox"/> N/A <input type="checkbox"/> |
| ▪ Fire fighting measures including location of extinguishers                          | Yes <input type="checkbox"/> N/A <input type="checkbox"/> |
| ▪ Instruct employee on locating a first aider (e.g. names displayed on first aid kit) | Yes <input type="checkbox"/>                              |
| ▪ Emergency power and gas shut off  | Yes <input type="checkbox"/> N/A <input type="checkbox"/> |

### D. First Aid

- |  |                              |
|--|------------------------------|
| Any injury sustained from an animal must be attended to by a trained Monash University First Aider | 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"/> |

### E. Mandatory procedures for entering and exiting radiation use area

- |  |                              |
|--|------------------------------|
| • Notification of entry procedure  | Yes <input type="checkbox"/> |
| ▪ Sign-in procedure  | Yes <input type="checkbox"/> |
| ▪ Local Area Safety Induction card provided and inductee instructed on function                | Yes <input type="checkbox"/> |
| ▪ No food or drink to be brought into facility   | Yes <input type="checkbox"/> |
| ▪ Mandatory PPE requirements of facility   | Yes <input type="checkbox"/> |
| ▪ Explain decontamination procedure  | Yes <input type="checkbox"/> |
| ▪ Highlight that failure to comply with any of these requirements can be a disciplinary matter | Yes <input type="checkbox"/> |

### F. Animal hazards present in the work area

- |   |                              |
|---|------------------------------|
| Explain that safety associated with the use of animals is the responsibility of the generator or purchaser of the hazard including purchase, storage, use and waste disposal. | Yes <input type="checkbox"/> |
|---|------------------------------|

**Explain the hazards associated with working with:**

- |   |   |
|---|---|
| • <b>Mice</b> – bite/scratch, laboratory animal allergy   | Yes <input type="checkbox"/> N/A <input type="checkbox"/> |
| ▪ Spiny Mice  | Yes <input type="checkbox"/> N/A <input type="checkbox"/> |
| ▪ Immunisation ( <b>Tetanus</b> ) up to date? If not, refer to <a href="http://www.monash.edu.au/ohs/information-and-documents/immunisations">http://www.monash.edu.au/ohs/information-and-documents/immunisations</a> for immunisation grid and procedures   | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| ▪ Advise inductee to be fitted by OHS for a P2 mask to guard against allergies<br><a href="http://www.monash.edu.au/ohs/information-and-documents/laboratory-safety/laboratory-animal-allergy-laa-ohs-information-sheet">http://www.monash.edu.au/ohs/information-and-documents/laboratory-safety/laboratory-animal-allergy-laa-ohs-information-sheet</a> | Yes <input type="checkbox"/>                              |
| • <b>Rats</b> – bite/scratch, laboratory animal allergy   | Yes <input type="checkbox"/> N/A <input type="checkbox"/> |
| ▪ SPF Rats  | Yes <input type="checkbox"/> N/A <input type="checkbox"/> |
| ▪ Immunisation ( <b>Tetanus</b> ) up to date? If not, not refer to <a href="http://www.monash.edu.au/ohs/information-and-documents/immunisations">http://www.monash.edu.au/ohs/information-and-documents/immunisations</a> for immunisation grid and procedures   | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| ▪ Advise inductee to be fitted by OHS for a P2 mask to guard against allergies<br><a href="http://www.monash.edu.au/ohs/information-and-documents/laboratory-safety/laboratory-animal-allergy-laa-ohs-information-sheet">http://www.monash.edu.au/ohs/information-and-documents/laboratory-safety/laboratory-animal-allergy-laa-ohs-information-sheet</a> | Yes <input type="checkbox"/>                              |
| • <b>Sheep</b> – Q Fever, Manual Handling   | Yes <input type="checkbox"/> N/A <input type="checkbox"/> |
| ▪ Immunisation ( <b>Tetanus &amp; Q Fever</b> ) up to date? If not, not refer to  | Yes <input type="checkbox"/> No <input type="checkbox"/>  |

<a href="http://www.monash.edu.au/ohs/information-and-documents/immunisations">http://www.monash.edu.au/ohs/information-and-documents/immunisations</a> for immunisation grid and procedures	
• <b>Non-human primates</b> – bite/scratch, urination, Manual Handling, laboratory animal allergy, B virus, Hepatitis, Polio, TB	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Macaque	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Marmoset	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Immunisation ( <b>Tetanus, Hepatitis A, Hepatitis B, Polio, &amp; Tuberculosis</b> ) up to date? If not, not refer to <a href="http://www.monash.edu.au/ohs/information-and-documents/immunisations">http://www.monash.edu.au/ohs/information-and-documents/immunisations</a> for immunisation grid and procedures	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ Refer to the following link for information regarding <b>B virus</b>	Yes <input type="checkbox"/>
• Rabbits – bite/scratch, laboratory animal allergy	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Immunisation ( <b>Tetanus</b> ) up to date? If not, not refer to <a href="http://www.monash.edu.au/ohs/information-and-documents/immunisations">http://www.monash.edu.au/ohs/information-and-documents/immunisations</a> for immunisation grid and procedures	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ Advise inductee to be fitted by OH&S for a P2 mask to guard against allergies <a href="http://www.monash.edu.au/ohs/information-and-documents/laboratory-safety/laboratory-animal-allergy-laa-ohs-information-sheet">http://www.monash.edu.au/ohs/information-and-documents/laboratory-safety/laboratory-animal-allergy-laa-ohs-information-sheet</a>	Yes <input type="checkbox"/>
• Guinea Pig - bite/scratch,	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Immunisation ( <b>Tetanus</b> ) up to date? If not, not refer to <a href="http://www.monash.edu.au/ohs/information-and-documents/immunisations">http://www.monash.edu.au/ohs/information-and-documents/immunisations</a> for immunisation grid and procedures	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Chicks – scratch/peck	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Immunisation ( <b>Tetanus</b> ) up to date? If not, not refer to <a href="http://www.monash.edu.au/ohs/information-and-documents/immunisations">http://www.monash.edu.au/ohs/information-and-documents/immunisations</a> for immunisation grid and procedures	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Mini pig	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
• Other	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
• Instruct inductee on correct waste disposal of animal carcasses, tissues and by-products, particularly if they are used in procedures which involve additional hazards such as (chemicals or radiation)	Yes <input type="checkbox"/>
<b>G. Risk management of radiation source users</b>	
• Show inductee the location of, and how to access, existing Risk Assessments and SWI's for the laboratory	Yes <input type="checkbox"/>
• Explain mandatory requirement for Risk Assessment (or JSA for contractors) and Safe Work Instructions that incorporate all elements of animal use including:	Yes <input type="checkbox"/>
▪ Purchasing, Storage, Handling and Use, Disposal of waste of all animal and animal related activities	Yes <input type="checkbox"/>
▪ Personal Monitoring (e.g. lab animal allergy)	Yes <input type="checkbox"/>
▪ Baseline Medical Program	Yes <input type="checkbox"/>
▪ Zoonosis	Yes <input type="checkbox"/>
▪ Personal Protection against Lab Animal Animals via the use of correctly	Yes <input type="checkbox"/>

fitted P2 dust mask.	
• Ensure inductee is aware of how to complete a Risk Assessment prior to commencing work	Yes <input type="checkbox"/>
• Risk Assessments and Safe Work Instructions to be provided to lab supervisors before commencing any activities	Yes <input type="checkbox"/>
• Explain the procedure for induction and training into Monash Animal Research Platform (MARP) procedures (SOPs/SWIs)	Yes <input type="checkbox"/>
• Explain procedure that must be observed when SOPs/SWIs are changed	Yes <input type="checkbox"/>
• Ensure that any work activities to be commenced that were not covered in this induction are subsequently added and lab users notified of changes to the hazards present	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

#### H. Assessment of training needs

• Instruct inductee on how to complete Monash Animal Research Platform training ( <a href="http://marp.monash.edu/Training/">http://marp.monash.edu/Training/</a> )	Yes <input type="checkbox"/>
• Ensure inductee undergoes local laboratory animal handling training with supervisor	Yes <input type="checkbox"/>
• Identify local area induction modules to be completed for other MARP facilities <ul style="list-style-type: none"> <li>▪ 13F Animal House</li> <li>▪ 41</li> <li>▪ 77</li> <li>▪ MMC</li> <li>▪ Gippsland</li> <li>▪ Parkville</li> </ul>	Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/>

#### I. Sign Off

I (Name) \_\_\_\_\_ (Date) \_\_\_\_\_  
hereby acknowledge that I have completed the above document and fulfil the requirements as stated within this induction document, the Online OHS Induction, and the Monash University OHS Management System.

<b>Signature of Inductee:</b>	Date:
<b>Signature of Supervisor:</b>	Date:

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