OHS Induction Procedures
for new staff, students and visitors

Contents:

1. Declaration Form
2. General Safety Induction Form
3. Laboratory Induction Form
4. General Synthetic Chemistry Risk Assessment and Safe Work Instruction Template

Green Chemical Futures, 13 Rainforest Walk (Building 86)

Senior Chemistry, 17 Rainforest Walk (Building 19/23)
School Reception, level 1
PROCEDURE (all staff, post-graduate students and visiting scholars):

Note: PhD students must complete the Staff OHS induction.

*Previous staff/students: if your induction is more than 3 years old you must redo the OHS Staff Induction.*

1. Collect Induction Package from reception.
2. Watch the OHS Staff Induction video and then complete the General Induction Form (located in myDevelopment: Browse for learning – Mandatory compliance training)*.
3. Sign General Induction form and get Supervisor (or representative) to sign.

*note: The myDevelopment page can be accessed from your my.monash portal though the HR & employment tile. Training links may not appear in myDevelopment for 24-48h after your commencement date.

If working in a laboratory (all staff, post-graduate students, visiting scholars and undergraduate project students*):

4. Read the School of Chemistry Safety Manual and complete online School of Chemistry Induction module.
5. Complete Laboratory Induction with Supervisor (or representative).
6. Complete Risk Assessment for proposed work – for chemical syntheses, complete in addition the general Synthetic Risk Assessment.
7. Sign up for OHS training as required (see below).
8. Sign Laboratory Induction form and get Supervisor to sign (or representative).

* undergraduate project students, visiting secondary school students and other laboratory occupants that will be supervised at all times when in the laboratory need to do the Laboratory Induction only.

Final Sign off:

All forms and Risk Assessments MUST be signed off by either of the School of Chemistry Safety Officers prior to commencing work.

Forms will not be signed off unless countersigned by the inductee’s Supervisor (or representative)

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**Key Personnel**

<table>
<thead>
<tr>
<th>Ms Sarah Williams</th>
<th>Dr Boujemaa Moubarak</th>
<th>Dr Craig Forsyth</th>
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<tbody>
<tr>
<td>School Reception (level 1)</td>
<td>Safety Officer</td>
<td>Safety Officer</td>
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<tr>
<td>Building 19</td>
<td>Room G39, Building 23</td>
<td>Room G48, Building 23</td>
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OHS RELATED TRAINING

OHS related training and courses can be accessed through myDevelopment: Browse for learning – Occupational Health and Safety

*note: The myDevelopment page can be accessed from your my.monash portal though the HR & employment tile. Training links may not appear in myDevelopment for 24-48h after enrolment.

TRAINING MATRIX

<table>
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<tr>
<th>Position</th>
<th>Compliance</th>
<th>Occupational Health and Safety</th>
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<tr>
<td></td>
<td>OHS Staff Induction (online)</td>
<td>Essential OHS</td>
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<td>Mandatory</td>
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<td><strong>Renew every 3 years</strong></td>
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<td>Staff – Academic, Research fellows</td>
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<td>Staff – Administration</td>
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<tr>
<td>Research Students – PhD, Honours, Visiting scholars</td>
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<td>Staff – Research assistants</td>
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<td>Staff – Sessional teaching</td>
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* for all staff/post-graduate students supervising or involved with laboratory work (not required for teaching only or education research students).

Other OHS Training: (as determined by your Risk Assessment or through discussion with your Supervisor or Safety representative)

1. Gas Cylinders and Cryogenics (required if handling gas cylinders or liquid N₂)*
   *Prior learning module available

2. Ergonomic and Manual Handling

3. First Aid

4. Fire Safety Training

5. Radiation Safety Training