

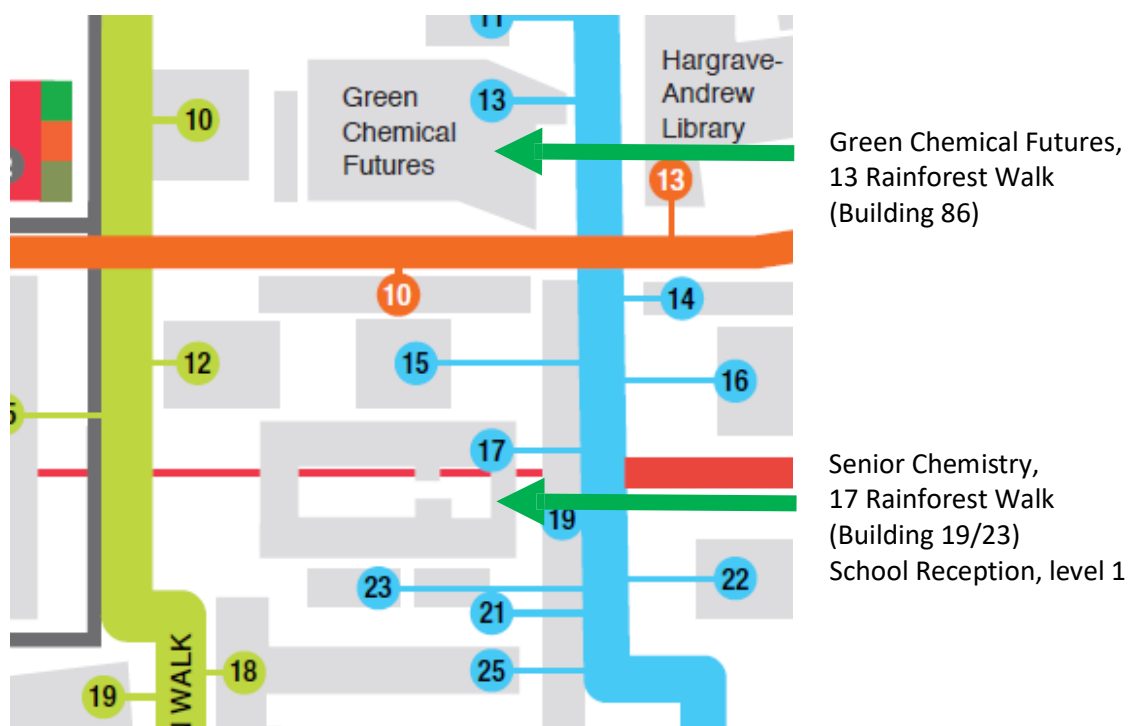


OHS Induction Procedures

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



Key Personnel		
Ms Sarah Williams School Reception (level 1) Building 19	Dr Boujemaa Moubaraki Safety Officer Room G39, Building 23	Dr Craig Forsyth Safety Officer Room G48, Building 23

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)

OHS Document Control	
Forms to be retained by the School (original or copy to be given to Reception):	Forms to be retained by inductee (available to be accessed by OHS staff):
<ol style="list-style-type: none"> 1. Declaration Form 2. General Induction Form 3. Copy (electronic) of Risk Assessment 	<ol style="list-style-type: none"> 1. Laboratory Induction Forms 2. All Risk Assessments (must be updated as required or every 3 years) 3. All training records (inclusive of OHS training courses and local training for hazardous equipment/processes).

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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

Position	Compliance	Occupational Health and Safety			
	OHS Staff Induction (online)	Essential OHS	Risk Management	Hazard and Incident Investigation	Hazardous Substances and Dangerous Goods*
	Renew every 3 years				
Staff – Academic, Research fellows	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Staff – Administration	Mandatory				
Research Students – PhD, Honours, Visiting scholars	Mandatory				Mandatory
Staff – Research assistants	Mandatory				Mandatory
Staff- Sessional teaching	Mandatory				

* 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