



## School of Chemistry GENERAL OHS INDUCTION

### STAFF, HONOURS OR POST-GRADUATE INDUCTION CHECKLIST

#### Staff, Honours or Post-graduate Inductee details

Name:			
Staff/Student ID Number:			
Supervisor:			
Faculty:		School	
Building Number(s):	19/23 Senior Chemistry	86 GCF	
Start date:			

- This induction checklist is to be completed by all Monash staff or Honours and Postgraduate 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 document does not need to be completed by persons who are in the work area only for the purposes of meetings, seminars or non-laboratory related work, but they must be accompanied by a Monash staff member at all times.

#### A. Online OHS induction

Ensure that the inductee has watched the Online OHS Staff Induction video. (located in <i>myDevelopment</i> under <i>Browse for Learning – Mandatory Compliance Training</i> )	Yes <input type="checkbox"/>
(students pls go to: <a href="http://www.intranet.monash/staff-development/myDevelopment/student-access">http://www.intranet.monash/staff-development/myDevelopment/student-access</a> )	
The Chemistry OHS online Induction Module (located on the Chemistry home page/Safety Manual) has been completed.	Yes <input type="checkbox"/>
	Yes <input type="checkbox"/>

#### B. Roles and Responsibilities at Monash University

Has the inductee been made aware of:	
The <a href="#">issue resolution procedure</a> for immediate and non-immediate OHS hazards	Yes <input type="checkbox"/>
Their own and their supervisor's responsibilities under the Monash University OHS policy	Yes <input type="checkbox"/>
How to access all Monash University OHS policies and procedures ( <a href="http://www.monash.edu.au/ohs/ohs-information-and-documents">http://www.monash.edu.au/ohs/ohs-information-and-documents</a> )	Yes <input type="checkbox"/>
The function of OHS at Monash as per <a href="#">OHS roles and responsibilities</a> at Monash	Yes <input type="checkbox"/>
But specifically:	
• 7.2: Local OHS committees	Yes <input type="checkbox"/>
• 6.5: Safety Officers and their duties	Yes <input type="checkbox"/>
• 6.7: Health and Safety Representatives	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Who the relevant local safety contacts are (safety officers etc.)	Yes <input type="checkbox"/>

### C. Access Requirements

Does the inductee require access to the work area:	
Only under supervision	Yes <input type="checkbox"/> No <input type="checkbox"/>
Only during business hours	Yes <input type="checkbox"/> No <input type="checkbox"/>
After-hours, during weekends or on public holidays: <ul style="list-style-type: none"><li>○ If yes, highlight additional responsibilities while conducting work after-hours or when emergency response is limited</li><li>○ (<a href="#">After Hours Procedure</a>), particularly section 8.3 - description of categories for after-hours work and study</li></ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Identify restricted access areas (e.g. laboratories, workshops, etc.):	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Inductee has been informed not to enter restricted access areas unless authorised.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Is access to restricted areas required</b> <ul style="list-style-type: none"><li>○ <b>ensure corresponding local area induction checklists are completed as identified in section G of this checklist</b></li></ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>

### D. Emergency Preparedness

Has the local emergency procedure been covered (e.g. '333' emergency procedure booklet) including calling for emergency services	Yes <input type="checkbox"/>
Has the inductee been made aware of the locations and use of the following <ul style="list-style-type: none"><li>○ Emergency evacuation map (e.g. locate nearest map)</li><li>○ Assembly point (e.g. demonstrate evacuation route)</li><li>○ Fire extinguisher, fire blankets, etc.</li><li>○ Break glass alarms</li><li>○ Emergency phones (WIP phones)</li></ul>	Yes <input type="checkbox"/>
Have you instructed the inductee on how to receive First Aid from a trained First Aider (e.g. names displayed on first aid kit)	Yes <input type="checkbox"/>
Have you advised the inductee of location of nearest Medical Health Service	Yes <input type="checkbox"/>

### E. Risk Management

Has the inductee been:	
Made aware that <a href="#">risk management</a> must be completed prior to hazardous work (task, activity, process) being undertaken	Yes <input type="checkbox"/>
Made aware that risk management must be updated prior to any change to all hazardous work (task, activity, process)	Yes <input type="checkbox"/>
Given access to any relevant risk management documentation including Risk Assessments and Safe Work Instructions	Yes <input type="checkbox"/>
Made aware of training requirements (see link) as identified by <a href="#">risk management and the Monash University training matrix</a>	Yes <input type="checkbox"/>
Made aware that off-campus activities (e.g. international, urban, rural and remote) must be risk managed	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

( <a href="http://www.monash.edu.au/ohs/information-and-documents/off-campus-activities">http://www.monash.edu.au/ohs/information-and-documents/off-campus-activities</a> )	
Made aware of the tools available to assist in the management of manual handling hazards at Monash University ( <a href="http://www.monash.edu.au/ohs/information-and-documents/manual-handling">http://www.monash.edu.au/ohs/information-and-documents/manual-handling</a> )	Yes <input type="checkbox"/>
o <a href="#">How to adjust their chair</a>	Yes <input type="checkbox"/>
o <a href="#">Workstation set-up checklist available</a>	Yes <input type="checkbox"/>
o <a href="#">Office Ergonomics guidelines available</a>	Yes <input type="checkbox"/>
Made aware of additional risk factors associated with pregnancy ( <a href="http://www.monash.edu.au/ohs/information-and-documents/all-information-sheets/pregnancy-and-work">http://www.monash.edu.au/ohs/information-and-documents/all-information-sheets/pregnancy-and-work</a> )	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

### F. Hazard and Incident Reporting

Has the inductee been made aware:	
That all hazards and incidents, including injuries and near misses, must be reported in the Online Hazard and Incident report system.	Yes <input type="checkbox"/>
That all hazards and incidents must be reported within 24 hours of being identified	Yes <input type="checkbox"/>
Of how to access the Online Hazard and Incident report <a href="http://www.monash.edu.au/ohs/information-and-documents/report-hazards-and-incident-online">http://www.monash.edu.au/ohs/information-and-documents/report-hazards-and-incident-online</a> or through the <i>my.monash</i> portal under OHS section	Yes <input type="checkbox"/>

### G. Work in higher risk areas

Is the inductee required to access a work area that has additional safety induction requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please specify which additional local area induction modules required	Required: Completion Date
School of Chemistry Local Area Laboratory Induction	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Local induction templates can be accessed from <a href="http://www.monash.edu/science/schools/chemistry/current-students/safety">http://www.monash.edu/science/schools/chemistry/current-students/safety</a>	

## H. Sign Off

<b>I understand that by checking this box, I agree to observe all Monash University OHS requirements.</b>	Yes <input type="checkbox"/>
<b>I have read and understand the School of Chemistry Safety Manual.</b>	Yes <input type="checkbox"/>
<b>I have successfully completed the School of Chemistry Online Induction.</b>	Yes <input type="checkbox"/>
<b>Name of Inductee:</b> (Please Print)  <b>Signature of Inductee:</b>	Date:
<b>Name of Safety Officer:</b> (Please Print)  <b>Signature of Safety Officer:</b>	Date:
<b>Name of Supervisor:</b> (Please Print)  <b>Signature of Supervisor:</b>  <i>(or full name and signature of designated delegate)</i>	Date:

**This form must be returned to the School of Chemistry reception (Building 23) as a local record of induction.**