



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:			
Name:			

- 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"/>
<i>students pls go to:</i> https://www.intranet.monash.edu.au/talent-leadership-development/myDevelopment/student-access	Yes <input type="checkbox"/>
The Chemistry OHS online Induction module: (https://www.monash.edu/science/schools/chemistry/current-students/OHS) has been completed	Yes <input type="checkbox"/>

B. Roles and Responsibilities at Monash University

Has the inductee been made aware of:	
The issue resolution procedure 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 (http://www.monash.edu.au/ohs/ohs-information-and-documents)	Yes <input type="checkbox"/>
The function of OHS at Monash as per OHS roles and responsibilities at Monash But specifically:	Yes <input type="checkbox"/>
• 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"> 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 	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"/>
Is access to restricted areas required <ul style="list-style-type: none"> ensure corresponding local area induction checklists are completed as identified in section G of this checklist 	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">Emergency evacuation map (e.g. locate nearest map)	Yes <input type="checkbox"/>
<ul style="list-style-type: none">Assembly point (e.g. demonstrate evacuation route)	Yes <input type="checkbox"/>
<ul style="list-style-type: none">Fire extinguisher, fire blankets, etc.	Yes <input type="checkbox"/>
<ul style="list-style-type: none">Break glass alarms	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<ul style="list-style-type: none">Emergency phones (WIP phones)	Yes <input type="checkbox"/> N/A <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 risk management 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 risk management and the Monash University training matrix	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"/>

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

H. Sign Off

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