

School of Chemistry GENERAL OHS INDUCTION

STAFF, HONOURS OR POSTGRADUATE INDUCTION CHECKLIST

Staff, Honours or Post-graduate Inductee details			
Name:			
Staff/Student ID Number:			
Supervisor:			
Faculty:			
Department:			
Building Number(s)	19/23 Senior Chemistry		86 GCF
Local area start date:			
<ul style="list-style-type: none"> 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. 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 <u>at all times.</u> 			
A. Online OHS induction			
Ensure that the inductee has completed the Online OHS Induction. (http://www.monash.edu.au/ohs/ohs-training-and-induction/ohs-induction/ohs-induction-programs) (<i>students pls go to: http://www.intranet/monash/staff-development/student-access</i>)			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/ohs/info-docs)			Yes <input type="checkbox"/>
The function of OHS at Monash as per OHS Roles, Responsibilities and Committees Procedure but specifically:			Yes <input type="checkbox"/>
<ul style="list-style-type: none"> 5.2: Local OHS committees 			Yes <input type="checkbox"/>
<ul style="list-style-type: none"> 4.5: Safety Officers and their duties 			Yes <input type="checkbox"/>
<ul style="list-style-type: none"> 4.7: 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 3 - Risk Management considerations 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"/>
Is access to restricted areas required?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
○ If yes, inductee has been informed not to enter restricted access areas unless authorised.	Yes <input type="checkbox"/>
○ Ensure relevant local area inductions as identified in section G of this checklist are completed.	Yes <input type="checkbox"/>
D. Emergency Preparedness	
Has the local emergency procedure been covered, including calling for emergency services. https://www.monash.edu/ohs/info-docs/safety-topics/emergency-and-fire-safety	Yes <input type="checkbox"/>
Have you instructed the inductee to complete a Personal Emergency Evacuation Plan (PEEP) with their supervisor and building warden if they think they are unable to evacuate the building unaided, in a prompt manner, during an emergency situation.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Has the inductee been made aware of the locations and use of the following	
○ Emergency evacuation map (e.g. locate nearest map)	Yes <input type="checkbox"/>
○ Assembly point (e.g. demonstrate evacuation route)	Yes <input type="checkbox"/>
○ Fire extinguisher, fire blankets, etc.	Yes <input type="checkbox"/>
○ Break glass alarms	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
○ 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 as identified by risk management and Monash University Training Requirements matrix	Yes <input type="checkbox"/>
Made aware that off-campus and travel activities (e.g. international, urban, rural and remote) must be risk managed (http://www.monash.edu/ohs/info-docs/safety-topics/off-campus-activities-and-travel)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Made aware of the tools available to assist in the management of manual handling hazards at Monash University (http://www.monash.edu/ohs/info-docs/safety-topics/ergonomics-and-manual-handling/manual-handling)	Yes <input type="checkbox"/>
Made aware of the tools to help you with incorporating more movement into your day and ensuring that you have an ergonomic workstation set-up	
<ul style="list-style-type: none"> o Online Ergonomic tools 	Yes <input type="checkbox"/>
<ul style="list-style-type: none"> o Office Ergonomics guidelines available 	Yes <input type="checkbox"/>
Made aware of additional risk factors associated with pregnancy (http://www.monash.edu/ohs/info-docs/safety-topics/events-and-people/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 Safety And Risk Analysis Hub - SARAH .	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 SARAH:	Yes <input type="checkbox"/>
<ul style="list-style-type: none"> o Quick links menu on OH&S website https://www.monash.edu/ohs o Through the OHS tile on the my.monash portal 	
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"/>
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 signing this form, 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 Supervisor: (or designated representative) (Please Print) Signature of Supervisor:	Date:
Name of Safety Officer: (Please Print) Signature of Safety Officer:	Date:

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