



Staff/Student/Contractor/Visitor details

Name:	
Staff/Student ID Number:	
Manager/Supervisor:	
Faculty:	
School:	
Room/Building number(s) inductee will be working in:	
Local area start date:	

- This induction checklist is to be completed by all Monash staff or honours and post-graduate 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 induction constitutes the minimum safety information that must be provided prior to entering a hazardous facility. This induction does not constitute training on specific hazardous procedures or equipment within the lab which must be provided prior to use.

A. General OHS induction

- Inductee has received **SoC General OHS Induction** Yes

B. Access Requirements

Does the inductee require access to the laboratory:	
Only under supervision	Yes <input type="checkbox"/> No <input type="checkbox"/>
Only during business hours	Yes <input type="checkbox"/> No <input type="checkbox"/>
Access required after-hours/weekends/public holidays • 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. cryogenic facilities, radiation (hot) labs, 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"/>
Is access to additional restricted areas required • ensure corresponding local area induction modules are completed as identified in section I of this checklist	Yes <input type="checkbox"/> No <input type="checkbox"/>

C. Procedures for entering and exiting

Has inductee been made aware:	
• That no food or drink is allowed in the laboratory	Yes <input type="checkbox"/>
• The general PPE requirements including: <ul style="list-style-type: none">▪ Lab coat▪ Safety glasses▪ Closed toe shoes▪ Gloves▪ Other	Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/>
• That lab coats and gloves are to be removed prior to exiting	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

D. Emergency response

Inductee has been familiarised with additional emergency response procedures including:	
▪ Spill procedures relevant to hazard (e.g. biological, chemical, radiation)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Safety showers, skin and eye wash facilities	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Fire fighting measures including location of extinguishers	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Emergency power and gas shut off	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ First aid procedures	Yes <input type="checkbox"/>

E. Hazards present in the laboratory

Does the inductee understand that safety associated with all hazards is the responsibility of the generator or purchaser of the hazard including purchase, storage, use and waste disposal for the following:	Yes <input type="checkbox"/>
▪ Biological hazards	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Chemical hazards	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Scheduled poisons and drugs	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Hazardous equipment/high voltage	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Pressurised vessels	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Ionising radiation	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Cryogenics	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Nanotechnology, Nanomaterials and/or Nanoparticles	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

F. Risk management requirements of laboratory users

• Show inductee the location of, and how to access, existing Risk Assessments and Safe Work Instructions	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
• Ensure inductee is aware of how to complete a Risk Assessment prior to commencing work:	Yes <input type="checkbox"/>
• Ensure the inductee is aware that Risk Assessments and Safe Work Instructions are to be signed off by (i) their supervisor and (ii) a SoC Safety Officer prior to commencing any hazardous activities	Yes <input type="checkbox"/>
• Ensure the inductee is aware that local training must be provided for hazardous equipment and/or processes and that training must be recorded.	Yes <input type="checkbox"/>
• For Synthetic Processes:	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

Refer to the generic Synthesis Risk Assessment template and Safe Working Instructions. The Risk Assessment should consider the following:

- Process control beyond PPE
- Cleaning of equipment
- Disposal of waste
- Emergency management
- Labelling of chemical samples

G. Dangerous Goods Storage

- Show inductee the location of, and how to interpret, the Dangerous Goods and Combustible Liquids Segregation Poster.

[Dangerous Goods and Combustible Liquids Segregation Poster](#)

- Ensure the inductee is aware of the storage and segregation requirements for incompatible Dangerous Goods.

- Ensure the inductee is aware how to interpret a chemical MSDS (SDS) with respect to the Handling and Storage requirements, including incompatibilities, of the chemical (Section 7).
- *see also OHS Training requirements (below)*

- **Building 86 Only, DO NOT** travel in the lifts with the following items:

Gas cylinders
Cryogenics (liquid nitrogen or dry ice)
Hazardous chemicals
Chemical waste

To be trained to transport items safely using the neighbouring goods lift, please consult the Building Warden Karen Little on 990 51379 karen.little@monash.edu

H. OHS Training Requirements

Is the inductee required to undergo additional centralised OHS training for specific hazards to ensure competency to complete the work/study safely?

A guide to centralised OHS training requirements can be found at on your *myDevelopment* page under *Browse for learning – Occupational Health and Safety*

myDevelopment can be accessed through your *my.monash* portal using the *HR & employment* tile

Please specify which additional OHS training are required:

Required:

Gas Cylinder and Cryogenic Training (Moodle)

Yes N/A

Hazardous Substances and Dangerous Goods Awareness

Yes N/A

Note: Compulsory for working with chemicals

Chemwatch MSDS (see Safety Officer)

Yes N/A

Local Training (laboratory specific):

Yes
Yes
Yes
Yes
Yes
Yes

I. Record Keeping

The following documents MUST be kept by the inductee and referred to as required:

• Laboratory Induction Form	Yes <input type="checkbox"/>
• Risk Assessments (to be reviewed every 3 years)	Date of review
	1 st Review
	2 nd Review
	3 rd Review
• Safe Work Instructions.	Yes <input type="checkbox"/>
• Local Training Records	Yes <input type="checkbox"/>

J. Sign Off

I understand that by checking this box, I agree to observe all Monash University OHS requirements Yes

Name of Inductee:

Signature of Inductee:

Date:

Name of Supervisor :

(or designated representative)

Signature of Supervisor :

Date:

Name of Safety Officer:

Signature of Safety Officer:

Date: