

School of Chemistry

LABORATORY OHS INDUCTION

Staff/Student details	
Name:	
Staff/Student ID Number:	
Supervisor:	
Faculty:	
School:	
Room number/s inductee will be working in:	
Local area start date:	
<ul style="list-style-type: none"> This induction checklist is to be completed by all Monash staff, 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 the relevant Manager/Supervisor or appropriate delegate, who has been briefed on the process. This induction constitutes the <u>minimum safety information that must be provided</u>. This induction does not constitute training on specific procedures or equipment within the work area, which must be provided prior to use and recorded in a Local Training Record. 	
A. General Local Area Induction	
<ul style="list-style-type: none"> Inductee has received SoC General OHS Induction 	Yes <input type="checkbox"/>
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 <ul style="list-style-type: none"> If yes, highlight additional responsibilities while conducting work after-hours or when emergency response is limited (Refer to After Hours Procedure, particularly section 3 - Risk Management considerations for after-hours work and study) 	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is access to high-risk restricted areas required? <i>(e.g. Cryogenics, Radiation, Animal facility, High voltage laboratory, Hot workshop)</i>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<ul style="list-style-type: none"> Inductee will be accompanied at all times 	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<ul style="list-style-type: none"> Inductee has been informed not to enter restricted access areas unless authorised in accordance with the Access Control to Restricted Areas Procedure. 	Yes <input type="checkbox"/>
<ul style="list-style-type: none"> Ensure relevant local area inductions for high-risk areas identified in section G of this checklist are completed. 	Yes <input type="checkbox"/>

C. Procedures for entering and exiting

Has inductee been made aware of:	
• That no food or drink is allowed in the work area	Yes <input type="checkbox"/>
• The minimum PPE requirements including: <ul style="list-style-type: none"> ▪ Laboratory coat/Apron/Dust coat ▪ Protective eye equipment (<i>Safety glasses/goggles, Face shield</i>) ▪ Closed toe shoes ▪ Gloves (<i>Latex, Nitrile, Leather, Cotton etc.</i>) ▪ Other – <i>please specify:</i> 	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"/>
• The requirement to remove PPE and perform hand hygiene prior to exiting	Yes <input type="checkbox"/>

D. Emergency response

Inductee has been instructed on relevant emergency response procedures including:	
▪ Spill procedures relevant to hazard (e.g. biological, chemical, radiation, oil, lubricants, paint)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Safety showers and Eye wash facilities	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Firefighting measures including location of extinguishers	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Emergency power and gas shut off procedure	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ First Aid procedures	Yes <input type="checkbox"/>

E. Hazards present in the work area

Inductee has been instructed in the specific requirements for purchase, storage, use and waste disposal for the following and made aware that they are responsible to ensure these are met:	
▪ Biological hazards	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Chemical hazards (<i>including oils, paint</i>)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Scheduled poisons and drugs	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ High risk specialised plant/equipment (<i>ultracentrifuge, laser cutter, furnace</i>)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
▪ High voltage work	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"/>
▪ Other – <i>please specify:</i>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

F. Risk management requirements		
• Show inductee the location of, and how to access, existing Risk Assessments and Safe Work Instructions	Yes <input type="checkbox"/>	
• Ensure inductee is aware of how to complete a Risk Assessment in SARAH prior to commencing work	Yes <input type="checkbox"/>	
• Ensure the inductee is aware that Risk Assessments and Safe Work Instructions to be provided to, and signed off by (i) their supervisor and (ii) SoC Safety Officer prior to commencing any work.	Yes <input type="checkbox"/>	
Ensure that any Immunisation or Health Surveillance (e.g. noise exposure, lung function tests) requirements are identified as part of the Risk Assessment	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
• Ensure the inductee is aware that they must identify and complete relevant local training for equipment and/or processes.	Yes <input type="checkbox"/>	
<ul style="list-style-type: none"> • For Synthetic Chemistry Processes: <p>Refer to the generic Synthesis Risk Assessment template and Safe Working Instructions. The Risk Assessment should consider the following:</p> <ul style="list-style-type: none"> ▪ Process control beyond PPE ▪ Cleaning of equipment ▪ Disposal of waste ▪ Emergency management <ul style="list-style-type: none"> • Labelling of chemical samples 	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
G. Work in higher risk areas		
<p>Is the inductee required to access a work area that has additional safety induction requirements beyond this local area induction?</p> <p>Local induction templates can be accessed from: - https://www.monash.edu/ohs/induction-training/local-area-induction</p>		
Please specify which additional local area inductions are required:	Required:	Completion Date
Cryogenics	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Radiation	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Hazardous Substances and Dangerous Goods Awareness <i>Note: Compulsory for working with chemicals</i>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Other: _____ _____ _____ _____ _____ _____	Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/>	

H. Sign Off

I understand that by signing this form, I agree to observe all Monash University OHS requirements	Yes <input type="checkbox"/>
Name of Inductee: Signature of Inductee:	Date:
Name of Supervisor: <i>(or designated representative)</i> Signature of Supervisor:	Date:
Name of Safety Officer: Signature of Safety Officer:	Date:

This form must be kept as a local record that the above has been inducted.