

SAFETY INDUCTION CHECKLIST AND USER AGREEMENT FORM

PQMS3-MCEM-FRM-0005-V1

Name: _____ **Monash ID:** _____**Email:** _____ **Telephone:** _____**Department:** _____ **Campus:** _____**Supervisor:** _____ **Telephone:** _____

I have read and understood the MCEM User Manual and I agree to follow the rules and procedures given in the current version of the User Manual as amended from time to time (see MCEM website), in equipment operating procedures, other MCEM documents and signs. I agree to follow the instructions of MCEM staff members regarding MCEM rules and procedures. Yes

I have received an introductory safety induction including instruction in the hazards and safe handling of liquid nitrogen and chemicals in the Centre and on appropriate personal protective equipment. (Detailed instruction will be provided as required during training). Yes

I have been introduced to the Safety Officer. Yes

I have performed a Risk Assessment on my work and have informed the MCEM Safety Officer and Manager of any associated hazards. Yes

I have been advised of the need to be trained and receive a licence before using any equipment. Yes

I have been advised that only authorized personnel (Licensed Users) may enter a laboratory unsupervised. Yes

It understand that it is my responsibility to ensure that the microscope is fit for purpose and to carry out any calibration or characterisation measurements necessary for my work. Yes

I understand that I must not leave samples or other materials in the MCEM building. Yes

I understand that storage and security of my data is my responsibility. Yes

Signature of User: _____ **Date:** _____**Signature of MCEM Manager:** _____ **Date:** _____