



**INDUCTION CHECKLIST**

Name of Employee: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

This form is to be issued to new staff/students by the resources manager/executive officer. It should be taken to the appropriate staff member holding an OHS role within the department and to the new staff/student's supervisor for signoff. Once completed it should be returned to the resource manager and kept on file as a record of the new staff/students induction.

**Resources Manager/Executive Officer/ Designated Representative**

**Initials:** \_\_\_\_\_

- Discuss after hours security and access to the department Yes
- Arrange a workstation assessment with the OHS&E Consultant Yes  N/A

**Supervisor**

**Initials:** \_\_\_\_\_

- Instruct staff on appropriate PPE (minimum – closed footwear, lab coat, and safety glasses) Yes  N/A
- Explain how to access to MSDS locally Yes
- Direct to the locations of Risk Assessments for all laboratory activities, general procedures and/or field trips Yes
- Explain how chemical storage guidelines are met within work area Yes  N/A
- Direct to the location of safe work instructions for all laboratory activities, general procedures and/or field trips Yes  N/A
- Identify need for training on specific equipment, conduct training and complete training records. Yes  N/A
- Direct staff to nearest safety shower, eyewash station, spill kit fire extinguisher, and emergency power and gas shut off Yes  N/A

**Safety Officer –**

**Initials:** \_\_\_\_\_

- Explain role of Safety Officer Yes
- Advise staff as to function of OHS&E zone committee Yes
- Advise staff as to function of OHS unit Yes
- Ensure staff has completed the online safety induction (<http://www.adm.monash.edu.au/ohse/training/safety-induction.html>) Yes
- Highlight staff responsibilities under Monash University OHS policy and direct staff to where to access all OHS policies and procedures. (<http://www.adm.monash.edu.au/ohse/documents/#policies>) Yes
- Advise of the location of fire extinguishers, first aid kits and of emergency procedures and assembly areas? Yes
- Explain the process and importance of reporting all incidents and hazards Yes
- Ensure staff are aware of how to access MSDS online (<http://full.chemwatch.net/integ/>) Yes  N/A
- Ensure staff are aware of the importance of completing risk assessments prior to commencing work or referring to existing RA's Yes
- Provide information on the University medical service Yes
- Inform staff of Employee Assistance Program Yes
- Inform staff on OHS immediate hazard and non immediate hazard issue resolution procedures Yes
- Inform staff of animal and human ethics requirements Yes  N/A
- Provide copy/access of departmental safety manual Yes  N/A
- Assess staffs OHS training needs, appropriate to their work
  - Dangerous Goods & Hazardous Substances Yes  N/A
  - Manual Handling and Back Care Yes  N/A

- Ergonomics Yes  N/A
- Fire safety in the workplace Yes  N/A
- Electrical Safety Yes  N/A
- Liquid Nitrogen Information session Yes  N/A
- Risk Management Yes  N/A
- 4WD Yes  N/A
- Other Please specify..... Yes  N/A
- Instruct Staff how to register for training! Yes

**First Aid Coordinator –**

- Direct staff to location of first aid kits
- Instruct staff on how to find/contact a first aider
- Highlight the importance of incident and hazard reporting.
- Direct staff to location of Campus Medical Service

**Initials:** \_\_\_\_\_

- Yes
- Yes
- Yes
- Yes

**Health and Safety Rep –**

- Explain the role and powers of the Health and Safety Rep
- Procedures for consultation
- Discuss issue resolution for immediate and non immediate OHS hazards

**Initials:** \_\_\_\_\_

- Yes
- Yes
- Yes

**Radiation Safety Officer –**

- Discuss work to be undertaken and assess need for radiation training
- Organize convenient time for training and TLD
- Orientation of radiation lab and local procedures.
- Discuss local procedures for acceptable storage and disposal of radioactive waste.
- Discuss spill and decontamination procedures

**Initials:** \_\_\_\_\_

- Yes  N/A
- Yes  N/A
- Yes  N/A
- Yes  N/A

**Biosafety Officer –**

- If required enroll staff into OHS Biosafety training course.
- Assess staffs need for immunizations and explain procedures
- Explain current AS/NZS 2243 standards regulating laboratories
- Demonstrate the correct use of Biological Safety cabinets in use within the department
- Demonstrate correct use of autoclave both sterilization and decontamination.
- Explain local procedures for disposing of biological waste
- Discuss correct procedures for handling human samples
- Explain the OGTR and requirements for recombinant DNA technologies.
- Explain procedures for reporting incidents involving GMO's.

**Initials:** \_\_\_\_\_

- Yes  N/A
- Yes  N/A
- Yes  N/A
- Yes  N/A
- Yes  N/A
- Yes  N/A
- Yes  N/A
- Yes  N/A

**Environmental Officer –**

- Explain the role of the Environmental Officer
- Advise of the Green Office program
- Outline all environmental initiatives in place throughout the University and School

**Initials:** \_\_\_\_\_

- Yes  N/A
- Yes  N/A
- Yes  N/A

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_