Laboratory Specific Induction

Supervisors must ensure workers / volunteers are inducted into their workplace prior to commencing work. This induction is to be completed within 1 week of commencement.

<table>
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<tr>
<th>INDUCTEE INFORMATION</th>
<th>Staff</th>
<th>Undergrad</th>
<th>Postgrad</th>
<th>Visitor</th>
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<tbody>
<tr>
<td>Name</td>
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<td>Lab manager</td>
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<td>Supervisor</td>
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<td>Laboratory</td>
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To be signed off by the lab manager for all staff who will be required to use and enter laboratories in the School.

The inductee

- Has been introduced to all lab occupants and made aware of lab specific protocols.
- Is aware of the requirement to do the School Safety induction within a week of commencement.
- Has an acceptable level of competence and experience in chemical and laboratory use.
- Is aware of the laboratory hygiene and footwear policy (no food, drink or utensils in lab; only enclosed footwear in labs at all times).
- Has been shown the location and is aware of use of the nearest:
  - fire extinguisher and fire blanket
  - fire alarm button and emergency numbers
- Has been shown the location of:
  - the two closest emergency exits
  - the emergency eye wash station
  - the emergency shower
  - the nearest Senior First Aid Officer and First Aid station.
- Has been shown the location and is aware of use of chemical spill kit (if applicable).
- Has been provided with and advised in the use and storage of personal protective equipment- e.g. gloves, safety glasses and lab coat
- Is aware of:
  - the location of the Material Safety Data Sheets hardcopy file
  - and is aware of the necessary use and interpretation of the MSDS.
- Is aware of risk assessment procedures (e.g. [http://www.safety.uwa.edu.au/topics/chemical/risk-assessment](http://www.safety.uwa.edu.au/topics/chemical/risk-assessment))
- Is aware of any potentially hazardous areas or equipment in the lab and the precautions required. Discuss the Standard (or Safe) Operating Procedures (SOPs) for lab equipment.
- Has been enrolled for the next available UWA SHO Laboratory Safety course (recommended) if not already completed.
Further training

Further specific lab-related training required (to be organised by Supervisor via http://www.safety.uwa.edu.au/courses):

- Laboratory Safety
- Biosafety
- Laser safety
- Gene technology
- First Aid
- Radiation

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<td>Print name</td>
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<th>Supervisor or Lab Manager</th>
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- A hard copy of this form should be kept in the relevant laboratory MSDS folder.
- A scanned copy should be emailed to techteam-animals@uwa.edu.au