

## Western Sydney University - Laboratory Safety Induction Checklist

### Staff and Postgraduate Students

Staff/Student Name		Staff/Student ID	
School		Campus	
Inducted by		Date	
For students only			
Course/Degree		Academic Supervisor	

	Tick
<b>1. Information</b>	
Location of WHS website for details of Western Sydney University WHS Policy and Procedures	
Copy of General Laboratory Safety Rules and Regulations issued and discussed	
Name and contact number of WHS Representative in your area	

<b>2. Emergency and First Aid Procedures</b>	
Emergency procedures and location of emergency phones	
Location of fire extinguishers and fire blankets in the area/building	
Action to be taken in the event of an emergency evacuation	
Emergency exit points in your building	
Names of emergency wardens in the area	
First aid procedure, including names of first aid officers in the area	
Security procedures on campus	

<b>3. Reporting Procedures</b>	
Procedures for reporting accidents, incidents and potential hazards to area supervisor and WHS	
Location of Western Sydney University Accident/Injury/Incident Notification Book	

<b>4. Laboratory Safety</b>	
Location of eye wash stations and safety showers in the area	
Location of hand washing/disinfection facilities in the area	
Personal Protective Equipment required while working in the laboratory – lab coat <input type="checkbox"/> safety glasses <input type="checkbox"/> closed in shoes <input type="checkbox"/> gloves <input type="checkbox"/> other (specify) <input type="checkbox"/>	
Location of: Biological Spill Kit <input type="checkbox"/> Chemical Spill Kit <input type="checkbox"/> Mercury Spill Kit <input type="checkbox"/> Sharps Bin <input type="checkbox"/> other (specify) <input type="checkbox"/>	

<b>5. General Rules</b>	
Broken or out of order equipment (danger/lock out tags)	
Procedures for spills/breakages	
Hand washing/disinfection procedures	
Cleaning of protective clothing	
Working in Isolation	
After hours work	
Use of refrigerators, chillers and freezers	
Unattended Work-in-Progress cards	

	Tick
<b>6. Risk Assessments</b>	
Location of safety data sheets (SDS) and Hazardous Chemical registers	
Risk assessment to be completed prior to experiment/task	
Location of ChemWatch Database	

<b>7. Safe Working Practices</b>	
Labelling and storage of hazardous substances (e.g. chemicals, biologicals)	
Manual handling/ergonomics	
Waste Disposal Procedures	
Standard Operating Procedures for relevant equipment, methods etc	
Location of Manufacturers Operation Manuals for equipment	
Use of high pressure equipment (e.g. autoclaves)	

<b>8. Area specific hazard information</b>	
Training required on specific equipment and/or procedures (complete training form)	
Chemical handling procedures	
Biological material handling procedures	
Radioactive material handling procedures	
Use of recycled water	
Immunisation/vaccination requirements	
Licenses/certification requirements (specify)	
Approval mechanisms for work using human or animal subjects <sup>1</sup>	
Approval mechanisms for work with biosafety or radiation safety considerations <sup>1</sup>	
Other (specify)	

1. For further information on human and animal ethics, and biological and radiation safety, refer to <http://www.westernsydney.edu.au/research/researchers/ethics>

**Staff or student supervisor:**

The checklist should be completed as soon as practicable after the staff or postgraduate student commences and prior to commencement of work in laboratory environments. Tick off each action and sign when the induction is completed. Please retain the checklist and provide a photocopy to the staff member or student.

**Staff member or postgraduate student:**

When you agree that the induction has been completed satisfactorily, sign the form where indicated.

<b>DECLARATION</b>
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I have completed the Laboratory Safety Induction and have satisfactorily received the information in the checklist.

I have read, understood and agree to abide by the General Laboratory Safety Rules and Regulations of Western Sydney University.

Name	Signature	Date
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