



LABORATORY/WORKSHOP/STUDIO EMPLOYEE OHSE INDUCTION CHECKLIST

Name of Employee: _____

Name of Supervisor: _____

This form is to be issued to new employees, who will be working in laboratories, workshops or studios, by the Resources Manager/Executive Officer or designated representative. It should be taken to the appropriate staff member holding an OHS role within the department and to the new employee's supervisor for signoff. Once completed it should be returned to the Resources Manager and kept on file as a record of the new employee's induction.

Resources Manager/Executive Officer/ Designated Representative

Initials: _____

- Discuss after hours security and access to the department Yes
- Offer a workstation assessment with the OHSE Consultant Yes N/A

Supervisor

Initials: _____

- Instruct employee on appropriate PPE (minimum – closed footwear, lab coat, long hair tied back 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, equipment or processes 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, equipment or processes and/or field trips 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
- Identify need for training on specific equipment and and complete training records. Yes N/A

Safety Officer –

Initials: _____

- Advise employee as to function of OHSE branch, zone committee & safety officer Yes
- Ensure employee has completed the online safety induction (<http://www.adm.monash.edu.au/ohse/> requires authcate account) Yes
- Highlight employee 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, emergency procedures and assembly areas? Yes
- Explain the process and importance of incident and hazard reporting within 24 hours. Yes
- Explain how to access MSDS electronically (<http://full.chemwatch.net/integ/>) Yes N/A
- Ensure employee is aware of the importance of completing risk assessments prior to commencing work or referring to existing RA's Yes
- Inform employee of Employee Assistance Program (<http://www.adm.monash.edu.au/ssss/eap/>) Yes
- Inform employee about OHS immediate hazard and non immediate hazard issue resolution procedures Yes
- Inform employee in regard to the use of animals in research and ethics and the approval processes Yes N/A
- Provide copy of/access to departmental safety manual Yes N/A

- Assess employees' 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 employee on how to register for training! Yes

First Aid Coordinator –

- Direct employee to location of first aid kits Yes
- Instruct employee on how to find/contact a first aider Yes
- Highlight the importance of incident reporting within 24 hours. Yes
- Direct employee to location of Campus Centre Medical Clinic Yes

Initials: _____

Health and Safety Rep –

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

Initials: _____

Radiation Safety Officer –

- Discuss employees research and assess need for radiation training Yes N/A
- Organize convenient time for training and TLD badge Yes N/A
- Orientation of radiation lab and local procedures. Yes N/A
- Discuss local procedures for acceptable storage and disposal of radioactive waste. Yes N/A
- Discuss spill and decontamination procedures Yes N/A

Initials: _____

Biosafety Officer –

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

Initials: _____

Environmental Officer –

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

Initials: _____

Signature of Employee: _____

Date: _____

Signature of Supervisor: _____

Date: _____