

LABORATORY SAFETY INDUCTION CHECKLIST – STAFF & STUDENTS

Staff/Student Name	
Staff/Student ID	
School	
Campus	
Inducted by	
Date of Induction	
For Students Only:	
Course/Degree	
Academic Supervisor	

Staff or Student Supervisor:

The checklist should be completed as soon as practicable after the staff or 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 Student:

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

	<i>Tick</i>
Information	
Location of ACU WHS website for details of ACU WHS policy and procedures	
Copy of general laboratory safety guidelines issued and discussed	
Name and contact number of WHS representative in your area (if applicable)	
Emergency and First Aid Procedures	
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 access and egress 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	
Additional Information:	

	Tick
Reporting Procedures	
Procedures for reporting accidents, incidents and potential hazards to area supervisor and local Campus Operations unit – refer them to HR website	
Laboratory Safety	
Location of eye wash stations and safety showers in the area	
Location of hand washing/disinfection facilities in the area	
Personal Protective Equipment (PPE) 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"/>	
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 required PPE (Please specify):	
General Laboratory Rules	
Broken or out-of-order equipment (danger/lock out tags)	
Procedures for spills/breakages	
Hand washing /decontamination procedures	
Cleaning of protective clothing	
Working in Isolation	
After-hours work	
Use of refrigerators, chillers and freezers	
Safe Working Practices for the Laboratory	
Labelling and storage of hazardous substances and dangerous goods (chemicals, reagents etc)	
Manual handling	
Waste disposal procedures for laboratory	
Standard operating procedures for relevant equipment, methods etc	
Location of manufacturers operation manuals for equipment	
Use of high pressure equipment (e.g. autoclaves)	
Risk Assessments	
Location of the laboratory's MSDS and hazardous substances registers	
Procedure for risk assessment to be completed prior to experiment/task	
Area Specific Hazard Information	
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)	
Other (Please specify):	

Declaration

1. I have completed the Laboratory Safety Induction and have satisfactorily received the information in the checklist.
2. I have read, understood and agree to abide by the individual laboratory rules and the ACU Laboratory Safety Guidelines.

Signed (student/staff member):

Signed (staff/student supervisor):

Date:

Copies:

1. Laboratory/academic supervisor
2. Staff member/student