

Omics Facility – Room 822 HMRB Building

Laboratory Induction Checklist

Name: Group/Position: Date:

HMRB Building and PC2 Induction			
Building Induction			
PC2 Induction			
Emergency and First Aid Procedures			
Advised of alarms & procedures for emergency evacuation and location of assembly area for all relevant work areas			
Shown location of emergency exits and fire extinguishers			
Informed of area Emergency Warden			
Advised of first aid procedures			
Informed of Security procedures for site, including access to the workplace, restriction of entry for unauthorised people and afterhours access			
Laboratory Procedures			
Described safe use of chemicals, including storage, use, labelling & disposal			
Shown location of and described use of Personal Protective Equipment (PPE), including mandatory closed shoe requirement			
Shown location and explained use of emergency eyewash and shower			
Explained emergency electricity & gas shut down procedures (if available)			
Explained use and location of chemical spill kit			
Signatures			
<i>I have received and completed the WHS Induction Process.</i> <i>I commit to working in a safe manner that protects my own health and safety and that of others.</i>			
	Name	Signature	Date
Inductee			
Supervisor			