<table>
<thead>
<tr>
<th><strong>Western Sydney University - Laboratory Safety Induction Checklist</strong></th>
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<tbody>
<tr>
<td><strong>Staff/Student Name</strong></td>
<td><strong>Staff/Student ID</strong></td>
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<tr>
<td><strong>School</strong></td>
<td><strong>Campus</strong></td>
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<tr>
<td><strong>Inducted by</strong></td>
<td><strong>Date</strong></td>
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<tr>
<td><strong>For students only</strong></td>
<td><strong>Academic Supervisor</strong></td>
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### 1. Information
- 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

### 2. 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 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

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

### 4. 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 required while working in the laboratory – lab coat D safety glasses D closed in shoes D gloves D other (specify) D
- Location of: Biological Spill Kit D Chemical Spill Kit D Mercury Spill Kit D Sharps Bin D other (specify)D

### 5. General Rules
- 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
### 6. Risk Assessments
- Location of safety data sheets (SDS) and Hazardous Chemical registers
- Risk assessment to be completed prior to experiment/task
- Location of ChemWatch Database

### 7. Safe Working Practices
- 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)

### 8. 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)
- Approval mechanisms for work using human or animal subjects
- Approval mechanisms for work with biosafety or radiation safety considerations
- Other (specify)

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

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**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.

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### DECLARATION

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.

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Owner WHS Jan 2015