General Laboratory Induction

All persons, other than 4th year project students, wishing to use C&M laboratories need to complete this general induction checklist before they are allowed access to the laboratories. Training for specific labs or equipment is not included in this list.

**Important: This 2-page form must be printed double-side on a single A4 sheet when submitting.**

<table>
<thead>
<tr>
<th>Name of Lab User:</th>
<th>__________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student/staff number:</td>
<td>(if applicable) __________________________________________________________</td>
</tr>
<tr>
<td>Status:</td>
<td>(tick one)</td>
</tr>
<tr>
<td>Masters student</td>
<td>Phd student</td>
</tr>
<tr>
<td>Research Assistant</td>
<td>Post doc research</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>_______________________________</td>
</tr>
</tbody>
</table>

| Name of project: (if known) | _________________________________________________ |
| Date: | ___________________ |
| Name of C&M supervisor/host: | __________________________________________________ |

**C&M Supervisor / Host to complete:**

- Have you provided a copy of the Faculty Safety Manual or directed the User to the online version?  
  - Yes ☐ No ☐ NA ☐
- Have you discussed with the user after hours security and access to the department and the labs?  
  - Yes ☐ No ☐ NA ☐
- Have you instructed the User on the required PPE (i.e. - closed footwear, lab coat, long hair tied back and safety glasses etc.)?  
  - Yes ☐ No ☐ NA ☐
- Have you explained to the User how to access MSDS information online (e.g. Chemweb gold – short and long version)?  
  - Yes ☐ No ☐ NA ☐
- Have you directed the User to the location of the relevant safe work instructions (SMOU) for laboratory activities, equipment or process and/or field trips?  
  - Yes ☐ No ☐ NA ☐
- Have you explained to the User how chemical storage guidelines are met within the work area?  
  - Yes ☐ No ☐ NA ☐
- Have you advised the User as to the availability of the relevant safety equipment in place? (safety shower, eyewash station, first aid kit, spill kit, fire extinguisher, and emergency power and gas shut off)  
  - Yes ☐ No ☐ NA ☐
- Have you advised the User as to emergency procedures and assembly areas?  
  - Yes ☐ No ☐ NA ☐
- Identify need for training on specific equipment  
  - Yes ☐ No ☐ NA ☐
- Have you highlighted the User’s responsibilities to safe practice, under UOA Health & Safety policy, and directed the user to where to access all OHS policies and procedures.?  
  - www.engineering.auckland.ac.nz/uoa/home/about/ourfaculty/safety  
  - Yes ☐ No ☐ NA ☐
- Have you explained to the User the process and importance of incident and hazard reporting within 24 hours?  
  - Yes ☐ No ☐ NA ☐

Induction completed as indicated above:

C&M Supervisor/Host sign ____________________ User sign __________________
Chief Technical Officer or delegate

Assess inductees OHS training needs appropriate to their work:

- Discuss the safety protocol in C&M: Lab induction, lab access, work permit, access to equipment, keys, security
- Yes □ N/A □
- Dangerous Goods & Hazardous Substances
- Yes □ N/A □
- Manual Handling
- Yes □ N/A □
- Ergonomics
- Yes □ N/A □
- Fire Safety in the Workplace
- Yes □ N/A □
- Electrical Safety and AS/NZS3760
- Yes □ N/A □
- Liquid Nitrogen safety
- Yes □ N/A □
- Risk Management
- Yes □ N/A □
- Discuss spill and decontamination procedures
- Yes □ N/A □
- Explain local procedures for disposing of biological waste, broken glassware
- Yes □ N/A □
- Discuss correct application of autoclaves.
- Yes □ N/A □
- Discuss waste management and waste disposal requirements
- Yes □ N/A □
- Explain procedures for acquisition of chemicals and lab ware; transport/carrying of chemicals.
- Yes □ N/A □
- Protocol for use of work shop hand tools
- Yes □ N/A □
- Gas regulators
- Yes □ N/A □
- Other: please specify
- Yes □ N/A □

Induction completed as indicated above:

Technician Name / sign _____________________       _______________________
Lab User - sign _____________________________

The completed form is to be handed to the CTO in room 4.406 where it will be filed.