

ID: TS_LR 300 v3

TITLE: LABORATORY INDUCTION FORM

		Date
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Reviewed by:	Mr Simon Feist Health and Safety Co-ordinator , School of Biological Sciences	24 th November 2016
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Next review	Minor building related revisions added 20 th and 21 st June 2017. Minor revisions added 18 th April 2018	1 st December 2019

Laboratory Induction Form

The Laboratory Induction form is to be issued to all new staff working in laboratories, including academic staff, undergraduate project students, postgraduate students, technicians, postdoctoral staff, research assistants and visiting researchers.

To the new starter: This induction is designed to ensure that you are properly informed about safety whilst working in laboratory. It supplements the general H&S requirements which are covered in the School Health and Safety Code and comprises a physical tour of the laboratories that you will be working in. You will be shown the practical procedures in place which enable a safe working environment.

As referenced in the School Health and Safety code: Managers/Heads of Research Groups and Principal Investigators are responsible for the work carried out in the areas/projects under their control. This involves ensuring that risk assessments have been completed, suitable control measures are in place before work is carried out, the working environment is safe, and staff and students have been appropriately trained and are competent to carry out the planned work. Managers and research leaders are expected to set a good personal example and encourage safe behaviour.

Staff/ Student Name:			
School:			
Department/Section/Group:			
Induction Date:			
Inducted By:			
Principal Investigator:			
Project details if known:			

School Specific Information not included in the Local Rules Document.				
	Y	N	N/A	Comments
Has the member of staff/student received the School Introduction to Health and Safety given by the HSC?				If not, date is organised for.....
Agreement to attend the next Lab H&S course run by HSS.				
TS_LR 301 Local Rules for Working in the Laboratory read and understood				
Location of all risk assessments, Local Rules and SOP's explained and the requirement to read and sign the relevant ones.				
Key personnel with responsibilities explained for each Lab.				

Location of manufacturer's operation manuals for equipment.				
Arrangements for equipment left running overnight including any permit systems				
Use of refrigerators, chillers and freezers e.g. cleaning them, what to store etc.				
Where relevant, have controlled temperature rooms, low temperature storage and dark rooms been demonstrated and correct safety procedures been explained?				
Location of cabinets for flammable chemicals, Corrosives, Acids and Poisons and explanation of use.				
Location of spill kits, sharps bin and other waste disposal routes				
Awareness of gas shut off valves (if applicable)				
Awareness of other emergency stop buttons (if applicable)				
Location of hand washing/ disinfection facilities				
Location of eye wash stations and safety showers (if applicable), first aid kits, first aid notices, fire assembly points and fire exits				
Awareness of laboratory coats and laundry arrangements.				
Arrangements for PPE and where to store after use.				
Waste location points explained.				
Local glassware washing arrangements explained				

Building or facility related information				
	Y	N	N/A	Comments
Hopkins Building: Aware of emergency actions if the CO ₂ /O ₂ alarm is activated				
Food Process: Copy of CIEH food safety in catering, level II certificate submitted				

DECLARATION FOR PRIMARY BUILDING/SCHOOL

I AGREE I HAVE RECEIVED AND UNDERSTOOD THE ABOVE SAFETY INDUCTION AND HAVE BEEN GIVEN ALL RELEVANT INFORMATION.

NAME OF STAFF/STUDENT:	
SIGNATURE:	
DATE:	

INDUCTION CONDUCTED BY: (INCLUDE JOB TITLE)	
NAME:	
SIGNATURE:	
DATE:	

DECLARATION FOR SECONDARY BUILDING/SCHOOL

I AGREE I HAVE RECEIVED AND UNDERSTOOD THE ABOVE SAFETY INDUCTION AND HAVE BEEN GIVEN ALL RELEVANT INFORMATION.

NAME OF STAFF/STUDENT:	
SIGNATURE:	
DATE:	

INDUCTION CONDUCTED BY: (INCLUDE JOB TITLE)	
NAME:	
SIGNATURE:	
DATE:	