This outlines the specific induction and authorisation requirements for UNSW laboratories/workshops. It lists the generic risk controls established by the laboratory/workshop. In addition, training will be provided for plant, equipment, and safe work practices. Note – you can use HS006 [HS Induction Form](http://safety.unsw.edu.au/sites/default/files/documents/HS006_Induction_Form_-_HS.doc) or the online induction through MyUNSW in conjunction with this form. This Laboratory/Workshop Induction Form must be completed and signed before authorised access to the laboratory/Workshop is granted. Specific training must be documented in an attached training plan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Faculty/School/Unit** | **Date induction completed:** | | | |
| **Laboratory/Workshop location, e.g. building number, name** | | | |
| **Laboratory/Workshop identification, e.g. room number, name** | | | |
| **New laboratory/workshop user ZID number:** | | | | |
| **New laboratory/workshop user name:** | | **zID:** | | |
| **Laboratory/Workshop manager/Inductor name:** | | **Signature:** | | |
| **Supervisor name:** | | **Signature:** | | |
| The following must be explained to all inductees: | | | (tick when completed) | |
| Access requirements - normal & after hours | | |  | |
| Risk assessment or Risk Management Forms and their access (Salus) | | |  | |
| Safe Working Procedures (SWP) and their access (Salus) | | |  | |
| Personal protective equipment (PPE): selection, use and maintenance | | |  | |
| Safety equipment: location, use and operation (safety shower, eyewash, fire extinguishers and blanket, spill kit) | | |  | |
| Laboratory records: Safety Manual, checklists and inspections | | |  | |
| Registers: Chemical, Biohazard, other (access to Jaggaer inventory management system) | | |  | |
| Chemical storage | | |  | |
| Safety Data Sheets and their access (e.g. ChemAlert, hard copy, supplier website) | | |  | |
| Waste disposal system | | |  | |
| Laboratory/Workshop Emergency Response Plan | | |  | |
| [SafeZone | UNSW Sydney](https://www.unsw.edu.au/safezone) | | |  | |
| Evacuation and emergency procedures | | |  | |
| Laboratory licensing conditions e.g. OGTR certified, QAP, Radiation, PC2 | | |  | |
| No food or drink to be taken into or consumed in the laboratory/workshop | | |  | |
| Any High-Risk Work Licenses required to operate equipment | | |  | |
| Local Safety web resources | | |  | |
| Training: Green Lab, Laboratory Safety Awareness, Biosafety, Gene Technology, Hazardous Chemicals, Ionising radiation, Animal ethics – document in an attached training plan such as HS092 or HS006a. | | |  | |
| Hepatitis A, Hepatitis B, Q Fever and other immunisation protocols (Forms HS079 & HS427) | | |  | |
| Additional requirements (*add any other local laboratory/workshop-specific details here*) | | |  | |

I ……………………..……….…………., have inducted and authorised ………………………………....…. to access this location

(Laboratory/Workshop Manager/Inductor) (Inductees name)

I ……….…………….………………….. have undertaken this laboratory/workshop induction. I agree to abide by all the above

(Inductee signature) requirements as outlined by the Laboratory/Workshop Manager.