

INSTITUTE OF MOLECULAR BIOSCIENCES

INDUCTION CHECK LIST

All staff, students and visitors who plan to work in IMBS are to be taken through this induction by the designated safety representative before commencing any work and the signed form returned to the Institute Office.

Please delete items that are not applicable

GENERAL INDUCTION

ITEM	TICK
Copy of Health and Safety Booklet Provided	
Training Records	
Hazard Forms	
Reporting Accidents	
Location of First Aid Cabinet	
Assembly Point in Emergency is	
Your First Aid Officer is	
Your Fire Warden is	
Your Health and Safety Officer is	
Location of safety equipment (eg fire blanket, extinguisher, eyewash, glasses, gloves etc)	
Location of Toilets	
Location and use of reading room	
Location and use of photocopiers	
Introduction to Paul and Katrina	
Introduction to Pat Munro and Jerry Hyams	

LABORATORY SAFETY

ITEM	TICK
Chemical use and MSDS Folder	
CHIM	
No eating or drinking in lab	
Housekeeping	
Broken Glassware	
Hygiene/Hand washing etc	
Working after hours or alone/After Hours register	
Visitors	
Labelling for safety	

PROCESS-SPECIFIC ITEMS

ITEM	TICK
Decontamination Bins	
No mouth pipetting	
Transportation of Chemicals	
Biological Spills – location of Virkon etc	

Safety Rep Signature Date.....

Inductee Signature Date.....