



## Engineering Staff and Research Student Induction

This form must be completed before access to areas in Engineering is approved. Each work area will require a separate local induction before commencing any work in that area. Information supplied in this form may be used for OH&S archive information, IT support and the Faculty member database. Applications for keys and swipe cards will not be processed until this form has been returned to the Faculty Office 4.109a.

**PLEASE SEE YOUR SUPERVISOR FOR ASSISTANCE WITH COMPLETING THIS FORM**

### TO BE COMPLETED BY NEW STAFF/STUDENT

First name: \_\_\_\_\_ Family name: \_\_\_\_\_ Staff/Student No. \_\_\_\_\_

E-mail address: (UoW) \_\_\_\_\_ @uow.edu.au email address: (personal) \_\_\_\_\_

Street name & no. \_\_\_\_\_ Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Phone no. (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile) \_\_\_\_\_

Building no: \_\_\_\_\_ Room no: (office) \_\_\_\_\_ (lab/s) \_\_\_\_\_ Phone (office) \_\_\_\_\_ (lab/s) \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor/s: \_\_\_\_\_

Research Project (if applicable):

U/g project ME(Hons)	BEng(Hons) MEPrac	SAE Research Fellow	MSc	PhD	General Staff Research Associate	Academic Staff Visiting Fellow	Research Assistant
Project Title: _____							
Date Commenced: ____ / ____ /200__				Expected Completion Date: ____ / ____ /200__			

### Administration

- I have been shown how to use the photocopier and been given a pin number (if appropriate)  
 I have been shown the location in Building 4 of the Faculty Office, location of the Dean & Sub-Dean, mailroom and EEC

The Laboratory I will be working in is (Name of Laboratory) \_\_\_\_\_ Building \_\_\_\_\_ Room \_\_\_\_\_

The Equipment I will be working on is \_\_\_\_\_

I have completed a Safety Induction for the Lab I will be working in \_\_\_\_\_ (signature)

I have received training in the equipment I will be working on \_\_\_\_\_ (signature)

I have completed the attached Risk Assessment for the project I will be working on \_\_\_\_\_ (signature)

Confirmed by Lab Supervisor \_\_\_\_\_ (PRINT NAME) \_\_\_\_\_ (signature)

**N.B. Please provide details of additional laboratories and equipment that will be used on separate form.**

### TO BE COMPLETED IN CONSULTATION WITH YOUR SUPERVISOR

#### Building & Room Access

- I have completed the forms for the required building and room access nominated by my Supervisor

#### IT Support

- I have an awareness of how to activate my electronic mail account and access Web Kiosk  
 I have been shown the computers for general use including the Faculty computer lab (4.123a)  
 I have been shown the printers and photocopiers in my area and am aware of Faculty rules for printing  
 I have knowledge of the Faculty & University rules for internet access & acceptable use of computers

I wish to subscribe to the following mailing list (one only) (**Supervisor to nominate**):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> engineering_academics     | <input type="checkbox"/> engineering_general         | <input type="checkbox"/> engineering_aa |
| <input type="checkbox"/> school_of_cme_engineering | <input type="checkbox"/> cme_eng_postgrads           |   |
| <input type="checkbox"/> school_of_eng_physics     | <input type="checkbox"/> eng_physics_postgrads       | <input type="checkbox"/> isem_academics |
| <input type="checkbox"/> school_of_mmm_engineering | <input type="checkbox"/> mmm_eng_postgrads           | <input type="checkbox"/> isem_postgrads |
| <input type="checkbox"/> steel_institute_postgrads | <input type="checkbox"/> eng_manufacturing_postgrads |   |

#### Training (Staff only) (**Supervisor to nominate**):

I will sign up for the following training courses via WebKiosk (Click on link at <http://staff.uow.edu.au/>):

- Risk Management OR  Due Diligence  Ergonomics  Senior First Aid  
 Hazardous Substances  Manual Handling  Other \_\_\_\_\_

*Student OHS training needs should be discussed with their supervisor/s as part of their project plan.*

### Occupational Health & Safety in Engineering

Office Use Only:  admin  IT  OH&S

**To complete this section you will need to consult the relevant Laboratory Manual as well as policies and guidelines on OHS which can be viewed at <http://www.uow.edu.au/eng/about/ohs/>.**

The Faculty of Engineering is committed to ensuring a safe, healthy and secure environment in accordance with the *NSW Occupational Health and Safety Act (2000)* and *NSW Occupational Health and Safety Regulation (2001)*. All staff, students, contractors and visitors are required to attend an induction to learn the safety aspects of studying, visiting and working in the Faculty prior to commencing work.

Please complete the following:-

In the laboratory/workshop/office where I work, Building \_\_\_\_\_ Room \_\_\_\_\_ I know the location of the nearest:-

	Yes	No	n/a (not applicable)		Yes	No	n/a
Fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency exit/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety shower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid kit and first aiders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye wash station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire blankets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Solvent carriers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spills kit/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Labelled waste containers (solvents, solids, sharps, glass etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In the laboratory/workshop I will need to wear  Laboratory coat  Safety glasses/goggles  
 Suitable gloves  Covered footwear  Other \_\_\_\_\_

I will :-

- complete and log risk assessments and/or safe work procedures for all activities before starting work
- obtain MSDS reports (if relevant) and store a hard copy in the local MSDS register
- read the laboratory safety manual as well as relevant safe work procedures and OHS policies and guidelines
- fill out a Hazard and Incident Report to notify my supervisor of any incidents or near misses that occur on campus
- read the UoW Occupational Health & Safety Policy.

I have discussed with my supervisor:-

- how to correctly dispose of waste, eg. Solvent, solid chemical, biological, radiation and sharps
- and agree to abide by the Faculty of Engineering and UoW 'Out of Hours' and 'Working Alone' policies
- the correct labelling and storage of hazardous materials
- the safety aspects of my work

During my tour and Induction of the Faculty of Engineering I have been shown and/or had procedures described for (select relevant items) :-

- |   |  |
|---|--|
| <input type="checkbox"/> Engineering Faculty Office & Office of the Dean (4.109a) | <input type="checkbox"/> Gas store & Dry chemical store                    |
| <input type="checkbox"/> Faculty Safety Secretary office (Tara McIntyre 4.109a)   | <input type="checkbox"/> Location of liquid nitrogen dewar/s               |
| <input type="checkbox"/> OHS Coordinator office (Ellen Manning ext 3528)          | <input type="checkbox"/> X-Ray facility                                    |
| <input type="checkbox"/> Tearoom / seminar rooms / mail room                      | <input type="checkbox"/> Waste store (B15)                                 |
| <input type="checkbox"/> Lift/s   | <input type="checkbox"/> Fire alarm console & RACE notices                 |
| <input type="checkbox"/> After hours sign on book                                 | <input type="checkbox"/> Meeting place during an evacuation                |
| <input type="checkbox"/> EEC & Office of the Sub-Dean (4.G12)                     | <input type="checkbox"/> OHS forms and documents on web                    |
| <input type="checkbox"/> Faculty of Engineering theses library                    | <input type="checkbox"/> OHS consultation - WAC and Safety committee roles |
| <input type="checkbox"/> Order book and procedures in EEC                         |  |
| <input type="checkbox"/> Engineering Workshop                                     |  |

Print name: _____	Signed: _____	Date: __
ACADEMIC SUPERVISOR Name _____	Signed _____	Date: __
LAB AREA CONTACT Name _____	Signed _____	Date: _____

