

Induction to the School of Chemistry

Before any keys and pin numbers are issued to you it is a requirement of the School to complete the following form. Information on this form will be used for the Chemistry website and OH&S archive information, IT support and the member of school database. **The completed form should be returned to Louisa Wildin / Carol Weall(18.102) as soon as possible.**

First name: _____ **Last name:** _____ **Student No.** _____
e-mail address: (personal) _____ **email address:** (university) _____
Street name & no. _____ **Suburb** _____ **Postcode** _____
Phone no. (home) _____ **(work)** _____ **(mobile)** _____
Building no: ____ **Room no:** (office) _____ (lab) _____ **Phone** (office) _____ (lab) _____
Supervisor/s: _____

Research Position : Please circle

340 BSc(Hons) MedChem(Hons) MSc PhD Research Assistant
Research Fellow Research Associate Visiting Fellow Staff Member

Project Title : _____

Date Commenced : _____ **Expected Completion Date :** _____

Administration

I have:

- been shown how to use the photocopier and been given a pin number (if appropriate)
- filled out a form to obtain pin number to the building (attached)
- filled out a form to obtain keys & been told where to pick up keys issued to me (attached)
- been shown the location in Building 41 of the Faculty Office, location of the Dean & Sub-Dean

The keys I will need whilst in the School are:

<i>Building no.</i>	<i>Room number</i>

IT Support

I have:-

- an awareness of how to activate my electronic mail account
- been shown the computers for general use including the School computer lab (18.G01)
- been shown the printers in my area and am aware of School rules for printing
- knowledge of the School/University rules for internet access & acceptable use

I wish to subscribe to the following mailing lists:

- chemistry_postgrads
- chemistry_med
- chemistry_casuals
- chemistry_res_assistants
- chemistry_lecturers
- chemistry_tech_staff
- chemistry_res_fellows

Office Use Only: admin IT web OH&S

Occupational Health, Safety and Environment Aspects in my Laboratory

If you arrive after the School induction day held at the beginning of each year, **YOU WILL BE REQUIRED TO UNDERTAKE AN INTERIM OH&S INDUCTION.** Please make an appointment with Sandra Chapman (18.G03, 3473) if you are working in Building 18 or Peter Innis (41.A.269, 3600) for your interim OH&S induction. Note: this part of your induction form is archived in the OH&S archive, so should be **signed by you and your supervisor and returned to Sandra.**

To complete your OHS induction you will need to consult the School OH&S guidelines. The relevant guidelines can be viewed at <http://www.uow.edu.au/science/chem/ohs/index.html>

Please complete the following

I have read the following guidelines:-

- | | |
|---|---|
| <input type="checkbox"/> School Roles & Responsibilities | <input type="checkbox"/> Laboratory Work Risk Assessment |
| <input type="checkbox"/> UoW Laboratory Safety Guidelines | <input type="checkbox"/> Fire Safety and Emergency Procedure |
| <input type="checkbox"/> Access to Chemistry Buildings and Laboratories | <input type="checkbox"/> First Aid and Evacuation Procedures in Undergraduate Teaching Laboratories |
| <input type="checkbox"/> Chemical Spills | <input type="checkbox"/> Laboratory Waste Disposal |
| <input type="checkbox"/> Handling, Transport and Storage of Cryogenics | <input type="checkbox"/> Labelling Hazardous Substances |
| <input type="checkbox"/> Laboratory and Workplace Inspections | |

To work in the laboratory I have a labcoat safety glasses
 suitable gloves covered footwear

In the laboratory where I spend most of my time I have checked the location of the nearest:-

	Yes	No		Yes	No
fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	emergency exits	<input type="checkbox"/>	<input type="checkbox"/>
safety shower	<input type="checkbox"/>	<input type="checkbox"/>	first aid kit	<input type="checkbox"/>	<input type="checkbox"/>
eye wash shower	<input type="checkbox"/>	<input type="checkbox"/>	fire blankets	<input type="checkbox"/>	<input type="checkbox"/>
emergency phone	<input type="checkbox"/>	<input type="checkbox"/>	solvent carriers	<input type="checkbox"/>	<input type="checkbox"/>
labelled waste containers (solvents, solids, sharps, glass etc)	<input type="checkbox"/>	<input type="checkbox"/>	spills kits	<input type="checkbox"/>	<input type="checkbox"/>

I have been:-

- shown how to access, complete and archive a Laboratory work risk assessment
- briefed on how to access and use ChemAlert
- shown how to report an incident using 'SafetyNet'
- directed to the location of the laboratory MSDS register
- shown the location of your documented research laboratory safe work procedures

I have discussed:-

- how to correctly dispose of solvent & solid chemical wastes and any sharps
- School 'Out of Hours' policy and agree to abide by it
- the correct labelling and storage of hazardous materials
- with my supervisor any relevant safety aspects of my work

During my tour and Induction of the School of Chemistry I have been shown and/or have had the procedures described for the:-

- | | |
|---|---|
| <input type="checkbox"/> location of the solvent store and key | <input type="checkbox"/> waste collection point Building 15 |
| <input type="checkbox"/> meeting place in the event of an evacuation | <input type="checkbox"/> Mass Spectrometry Facility |
| <input type="checkbox"/> dry chemical store | <input type="checkbox"/> office of Lab Manager(John Korth, 18.132) |
| <input type="checkbox"/> location of the liquid nitrogen dewar and ice machine | <input type="checkbox"/> office of OHS Facilitator (Sandra Chapman,18.G03) |
| <input type="checkbox"/> after hours sign on books | <input type="checkbox"/> Administration Assistant's Office (18.102) |
| <input type="checkbox"/> NMR facility | <input type="checkbox"/> mechanical and electrical workshop |
| <input type="checkbox"/> fire alarm console and fire stairs | <input type="checkbox"/> safety noticeboard |
| <input type="checkbox"/> lift | <input type="checkbox"/> tearoom / seminar room 18.108 |
| <input type="checkbox"/> Access to waste labels, chemical labels, visitor glasses | <input type="checkbox"/> the order book to place a purchase order in the administrative assistant's office (18.102) |
| <input type="checkbox"/> mail room (fax, paper recycling, stationary) | <input type="checkbox"/> Chemistry theses library |

Print name: _____ **Signed:** _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____