



Contractor / Visitor Induction to the Department of Chemistry

In consultation with the lab manager please complete the form below. Date, sign and return to the laboratory manager.

Contractor / Visitor	_____
Company / UoW Unit	_____
Laboratory / Workplace location	_____

Hazards located in this Workplace

- | | | | | | |
|--|---|---|------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> hazardous substances | <input type="checkbox"/> corrosive | <input type="checkbox"/> flammable | <input type="checkbox"/> oxidisers | <input type="checkbox"/> toxic | <input type="checkbox"/> irritant |
| <input type="checkbox"/> biohazardous substances | <input type="checkbox"/> radiation | <input type="checkbox"/> sharps | <input type="checkbox"/> cryogenes | <input type="checkbox"/> high/low pressure | |
| <input type="checkbox"/> high temperatures | <input type="checkbox"/> low temperatures | <input type="checkbox"/> electromagnetic fields | | | |
| <input type="checkbox"/> mechanical | <input type="checkbox"/> confined space | | | | |

Description of any further specific hazards:

Controls to be used

To work in the laboratory I need to have:-

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> a labcoat/overalls | <input type="checkbox"/> safety glasses | <input type="checkbox"/> suitable gloves | <input type="checkbox"/> covered footwear |
| <input type="checkbox"/> safety goggles | <input type="checkbox"/> faceshield | <input type="checkbox"/> respirator | <input type="checkbox"/> adequate ventilation |
| <input type="checkbox"/> no ignition sources | <input type="checkbox"/> further training | | |

Description of any further controls to be used:

In the laboratory where I shall be working I have been shown 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"/>
evacuation meeting place	<input type="checkbox"/>	<input type="checkbox"/>	fire alarm console	<input type="checkbox"/>	<input type="checkbox"/>
spills kit	<input type="checkbox"/>	<input type="checkbox"/>			

SIGNED: _____	DATE: _____
Lab Manager's SIGNATURE _____	DATE: _____



OHS Information for contractors

Specific risks are associated with working in a chemical laboratory. An emergency situation in a laboratory may involve a fire, explosion, chemical hazard or major spill.

1. Emergency and Evacuation Procedures

Building Wardens are appointed by the Department to provide an initial response to an emergency and facilitate the emergency evacuation of large numbers of people located in the building. They are identifiable by orange vests. Exit signs indicate the nearest exit.

If you are involved in or close to a major incident contact Security on their emergency phone number **4900**. Report your name, designation and the exact location, type and extent of the emergency.

If possible, and safe to do so, secure the area. Switch off fume cupboards, close windows and leave the room/laboratory closed if you are the last to leave. Do not stop to collect tools or work gear.

Carbon dioxide Fire extinguishers are located in all laboratories, in corridors and corridor cupboards labelled "Hose Reel and Fire Extinguisher".

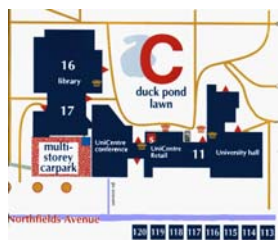
Location of the Fire Alarm Console

Building 18 Inside the building adjacent to southern entrance. Break glass to activate.

Building 41 On the ground floor opposite the entrance. Break glass to activate.

Location of Evacuation Assembly Areas

Building 18 Area C - northern side of the duck pond outside the southern entrance



Building 41 Area D- The western side of the building outside the duckpond.



2. Chemical Spill Management

- If a spill occurs, contact the nearest lab worker. Spills need to be contained, cleaned up promptly and thoroughly by lab staff.
- Approach with care - many harmful chemicals lack colour or offensive odours. Never assume that they are harmless. Some appear similar to water. Do not touch any substance.
- If it is a major spill raise the alarm - alert others in the laboratory to evacuate the room. Advise lab manager or security (ext 4900), who may notify the Fire Brigade.
- Determine if any person is injured. Take care not to become a victim yourself. If required, summon a First Aider.
- Close doors to prevent further contamination. Secure the area to keep non-emergency response personnel away from the danger.

3. Obtaining First Aid

- First Aid kits are located in all laboratories and in the Administrative Assistant's Office 18.102.
- If any item is taken from the First Aid kit please notify the laboratory manager.
- Nominated first aiders for building 18 and 41 are listed on the front of the first aid kits or Security can be called on **4900**.

!! Please report all incidents within the Department of Chemistry to the laboratory manager.