

# Faculty of Science & Health Induction Procedure

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<b>Version</b>	1.0
<b>TRIM file number</b>	D09/13606
<b>Faculty of Science &amp; Health</b>	
<b>Doc No. Short description</b>	Procedure ensuring only authorised staff, students, visitors and contractors are permitted entry to the Faculty of Science & Health Facilities after completing an appropriate induction.
<b>Relevant to</b>	Staff, students, visitors and contractors requiring access to FSc Facilities.
<b>Authority</b>	This Procedure has been approved by Dean, Faculty of Science & Health under the <i>Governance (Policy and Procedures) Rule 2005</i> of the Council and sections 20 and 32 of the <i>CSU Act</i> .
<b>Responsible officer</b>	Manager, University Laboratories
<b>Responsible office</b>	Faculty of Science & Health
<b>Date introduced</b>	2009
<b>Date(s) modified</b>	August 2011
<b>Next scheduled review date</b>	August 2014
<b>Related University documents</b>	CSU Occupational Health and Safety Policy CSU Risk Management Policy CSU First Aid Policy ELMO OHS Online Training FSc Induction Procedure FSc Awareness Guide FSc Working After Hours and Alone Procedure <a href="#">CSU OHS Induction Guidelines</a>
<b>Related legislation</b>	OHS Act 2000 and Regulation 2001
<b>Key words</b>	Policy, induction, Faculty of Science & Health, Facility, Laboratory, authorisation, visitor, contractor

## 1. PURPOSE

In accordance with the CSU Occupational Health and Safety Policy, the CSU Risk Management Policy and the Occupational Health and Safety Act 2000 the Faculty of Science (FSc) shall provide a safe and healthy environment for staff, students, visitors and contractors. Central to achieving this is that staff, students, visitors and contractors understand their duty of care responsibilities and the specialised risk associated with the FSc Facilities. One mechanism for achieving this is by ensuring only authorised entry is permitted to the FSc Facilities after completing an appropriate induction.

## 2. SCOPE

All staff, students, visitors and contractors entering the FSc Facility.

## 3. INDUCTION PROCESS

<b>COMPULSARY INDUCTION FOR CSU STAFF AND RESEARCH HIGHER DEGREE STUDENTS:</b> <ul style="list-style-type: none"> <li>• Full time and part time staff (continuing and fixed-term)</li> <li>• Researchers,</li> <li>• Casual staff</li> <li>• Contract workers</li> </ul>		
Steps	Actions	Person responsible
Workplace induction (facility specific)	Arrange a workplace induction session for the FSc Facility including: <ul style="list-style-type: none"> <li>• As advised on the FSc Induction Form</li> <li>• emergency procedures for that work area</li> <li>• location of emergency exits and assembly points</li> <li>• required protective clothing and personal protective equipment</li> <li>• First Aid Policy (See CSU OHS webpage)</li> <li>• First Aid Officers (See CSU OHS webpage)</li> </ul>	Facility Manager (or delegate)
Provide access (electronic or hard copy) to the most recent versions of the following:	<ul style="list-style-type: none"> <li>• Faculty Awareness OHS Guide</li> <li>• Local Laboratory Manual(s)</li> <li>• MSDS's</li> <li>• Standard Operating Procedures Folder</li> <li>• Risk Assessment Folder/s</li> <li>• Laboratory Checklists and Maintenance Records</li> <li>• Waste Disposal Streams</li> </ul>	Facility Manager (or delegate)
Skills Analysis	<ul style="list-style-type: none"> <li>• Determine levels of knowledge and skills of an individual and implement training where necessary</li> </ul>	Line Manager/ Supervisor
Record keeping	<ul style="list-style-type: none"> <li>• File the completed FSc Induction Form</li> <li>• File all training records</li> <li>• Add authorisation to relevant lists</li> <li>• Advise staff of new authorised persons</li> </ul>	Facility Manager/ Line Manager/ Supervisor
OHS Online Induction Training program	For staff working for > 2 weeks complete all inductions detailed on the HR website: <ul style="list-style-type: none"> <li>• <a href="#">CSU OHS Induction Guidelines</a></li> <li>• <a href="#">ELMO OHS Online Training</a></li> </ul>	HR & Line Manager

Provide access to the following electronic sources:	<ul style="list-style-type: none"> <li>• <a href="#">Faculty of Science &amp; Health Technical Services</a> webpage</li> <li>• ChemGold/Chemical register</li> <li>• <i>Chemical Storage Guidelines</i></li> <li>• Accident reporting forms</li> <li>• Hazard reporting forms</li> <li>• CSU Emergency Flipchart</li> </ul>	Line Manager/ Supervisor
Apply for Access	<ul style="list-style-type: none"> <li>• Inform of access requirements</li> <li>• Outline <i>Working After Hours and Alone Procedure</i></li> </ul>	Line Manager/ Supervisor
Cardex/Key Allocation	The Facility Manager must ensure all inductions are complete before approving access to the FSc Facilities.	Facility Manager/ Senior School Administration
<b>INDUCTION FOR CONTRACTORS:</b>		
	<ul style="list-style-type: none"> <li>• Complete <a href="#">Department of Facilities Management Induction</a></li> <li>• Complete FSc Contractor Induction</li> <li>• Sign off on the FSc Contractor Induction</li> </ul> <p>NOTE: contract staff who will be on site for and extended periods are required to complete the FSc Induction</p>	Facility Manager (or delegate) and Department of Facilities Management
<b>INDUCTION FOR VISITORS:</b>		
<p>The visitor induction process is outlined in the <i>Visitor Guidelines for FSc Facilities</i>. The Facility Manager has the right to refuse entry to a visitor.</p>		

#### 4 REFERENCES AND UNIVERSITY RELATED DOCUMENTS

Visitor Guidelines for Facilities of the Faculty of Science & Health  
 Chemical Storage Guidelines  
 First Aid policy (See CSU OHS webpage)  
 First Aid Officers (See CSU OHS webpage)  
 Faculty Awareness OHS Guide  
[ELMO OHS Online Training](#)  
[CSU OHS Induction Guidelines](#)  
[WorkCover NSW](#)  
[Department of Facilities Management induction](#)

#### 5 Table of amendments

Version number	Date	Short description of amendment
0.1	28/08/09	Consolidated lists and added visitor info
0.2	01/10/09	Small changes per K Munn
0.3	26/10/09	Changes per C Svenson
0.4	01/06/2011	I Stuart
0.5	August 2011	Amended K Kent
0.6	August 2011	Amended L Hawkins
1.0	August 2011	Initial Version