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| Charles Sturt University is commitment to Work Health and Safety. This form will be retained as a record that the named Worker has completed an appropriate safety induction to the FoSH Laboratories and specialist teaching spaces prior to commencing work.

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| **Induction Checklist** |
| **General safety procedures-** Emergency evacuation plan, emergency cut-off switches, safety shower and eyewash units, first aid kits and contacts, safety equipment, testing and tagging information, fire extinguishers, no food or drink to be brought into the facilities and all workers must wash their hands before leaving the facilities. | [ ]  |
| **In the event of an emergency**- an audible alarm will sound. Follow the instructions of the building warden and/or technical staff. |[ ]
| **Risk management and local safety procedures-** * Risk assessments
* Safe work procedures
* Biological safety training
* Facility Manual
* Working outside of regular hours
* PPE requirements

**Online training – staff complete training via ELMO and students complete Online training modules via the LMS (see Technical services webpage)*** Chemical Safety @ CSU
* Defence Trade Controls Act (Facility managers and research staff/students only)
* Fire and Emergency Procedures
* Safe U @ CSU / Your Safety
* WHS Risk Management
* Information Security Awareness

**Additional online training may be required including, but not limited to-*** Radiation General Induction
* Biological Safety
* Animal Care and Ethics
* Human Research and Ethics
* Research Integrity

**Proof of completion**- Staff: email certificates to Technical Area Facility Manager. Students email evidence of completion (must achieve 80% or above in assessments) to Technical Area Facility Manager  **All risk management requirements must be completed and appropriately approved before field/laboratory work commences** | [ ] [ ] [ ] [ ]  |
| **Security, access and privacy-** Laboratories and specialist teaching spaces are controlled by electronic access systems\*.  Due to the risks associated with the various activities and equipment within these spaces access is continually monitored via the card access system. Reports are generated on who, where and when various spaces are accessed and may be reviewed by Security and FoSH Management to minimise risk to the University and ensure WHS compliance. Workers are only permitted to use the card assigned to them. \*Some exception apply.  |[ ]
| **Waste management-** Waste Disposal Procedures and flow chart. |[ ]
| **Chemical management–** Chemicals registerSafety data sheetsChemFFX access (chemical users only)Chemical Storage Guidelines and locations of storage areas for classes of chemical and chemical labelling requirements |[ ]
| **Hazard and incident reporting-** Hazard and incident reporting process. DPC website |[ ]
| **Staff facilities-** Location of meal room, toilets, kitchen. |[ ]
| **Facility licensing conditions (where applicable) –** additional induction and training may be required.  |[ ]
| **Physical Containment (PC)1-** CSU Biosafety Manual & AS/NZS 2243.3:2010**Physical Containment (PC)2-** Guidelines for Certification of a PC2 lab (version 3.1) of the Gene Tech Act 2000**Radiation-** CSU Radiation Safety Manual**Quarantine-** Induction conducted by a quarantine approved person**Other-** Please state e.g. Infection Control Guidelines | [ ] [ ] [ ] [ ] [ ]  |
| **Purchasing –** Before purchasing equipment the Technical Manager must be consulted to ensure there is an appropriate space to house. Before purchasing chemicals and/or biologicals the Chemical handling policy, Chemical safety manual and Biosafety Manuals must be reviewed and followed including providing approved documentation (e.g. Risk Assessment completed and approved) to the Technical Area Facility Manager. Purchases of chemical and/or biologicals must be sent to Technical Services designated buyer (See [Technical Services website](https://science-health.csu.edu.au/resources-services/technical-services/chemical-management/chemical-procurement)) with an SDS and approved risk assessment attached for hazardous chemicals.When importing from overseas importation regulations must be adhered to (e.g permits and registrations) |[ ]
| **Manifests –** should be kept up to date by all facility users (e.g. fridge/freezers, biological, microorganism, chemical, equipment) |[ ]
| **Exiting facility-** Upon completion of project/activity, all users are required to dispose/reassign responsibility of chemicals and equipment appropriately |[ ]
| **Failure to comply with CSU and FoSH policies and procedures and disciplinary action-**Staff, students or researchers failing to follow CSU and FoSH policies and procedures will be subject to the University's CSU Code of Conduct Actions to be taken where non-compliance with FoSH policy and procedure when working in the laboratory, specialist teaching space or fieldwork locations, working after hours or alone procedure have not been followed by an individual:* 1. First non-compliance incident
		1. A non-compliance email will be sent to the individual (staff/student/visitor) by the Facility manager detailing the nature of the non-compliance. If individual is a student, a copy of the non-compliance email must be sent to the supervisor.
		2. A copy of the relevant procedures should be attached to non-compliance email
	2. Second non-compliance incident
		1. Second non-compliance email will be sent to the individual by the Facility manager detailing the nature of the non-compliance.
		2. Warning should be issued  that if non-compliance continues that access to facility will be removed.
		3. The supervisor and Associate Head of School/Centre Director should be copied into second non-compliance email
	3. Third non-compliance incident
		1. Third non-compliance email sent to individual, supervisor and Associate Head of School/Centre Director detailing advise of third non-compliance and the removal of after-hours access to facility
 |[ ]

I hereby certify that the following person has been provided with the safety information as listed.

|  |  |
| --- | --- |
| Facility/s and Campus |  |
| Technical Manager/delegate: |  |
| Signature: |  |
| Date: |  |

I acknowledge that I have been provided with, and understand, the safety information listed above and have read all required documentation, completed all required training, been assessed as competent where appropriate and completed all risk documentation.

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| Role and School/Research Group: |  |
| Workers Name: |  |
| Email address: |  |
| Worker Signature: |  | Date:  |

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