Western Sydney University

Laboratory Safety Induction Checklist

Undergraduate Students

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| Student Name  |  | Student ID |  |
| Course |  | School |  |
| Unit |  | Unit No |  |
| Unit Coordinator |  | Location |  |
| Inducted by |  | Date |  |

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|  | **Tick** |
| **1. Information** |
| Location of WHS website for details of Western Sydney University WHS Policy and Procedures |  |
| Copy of General Laboratory Safety Rules and Regulations issued and discussed |  |
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| **2. Emergency Procedures** |
| Emergency contact procedure and location of emergency phone (include contact number) |  |
| Location of fire extinguishers, fire blankets in the area |  |
| Action to be taken in the event of an emergency evacuation |  |
| Emergency exits |  |
| Names of emergency wardens in the area |  |
| First aid officers and procedure |  |

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| **3. Reporting Procedures** |
| Procedures for reporting and recording accidents, incidents and potential hazards  |  |
| Location of Western Sydney University Accident/Injury/Incident Notification Book |  |

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| **4. Laboratory Safety** |
| Location of eye wash stations and safety showers in the area |  |
| Location of hand washing/disinfection facilities in the area |  |
| Personal Protective Equipment required while working in the laboratory – lab coat safety glasses closed in shoes other (specify)  |  |

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| **5. General Rules** |
| Broken or out of order equipment |  |
| Procedures for spills/breakages |  |
| Hand washing procedures |  |
| Cleaning of protective clothing |  |

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| **6. Safe Working Practices** |
| Labelling of chemicals, reagents, samples, practical materials etc |  |
| Manual handling |  |
| Waste Disposal Procedures |  |

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| **7. Risk Assessments** |
| Advice as to where to obtain a copy of the risk assessments relevant to the prac/task |  |
| Student risk assessment to be completed prior to prac/task |  |
| Location of safety data sheets (SDS) for chemicals used in the prac/task |  |

**Read and sign both sections below. Tear off the bottom half and give to laboratory staff. Retain the top section for your records.**

#### STUDENT DECLARATION

I have completed the Laboratory Safety Induction and have satisfactorily received the information in the checklist.

I have read, understood and agree to abide by the General Laboratory Safety Rules and Regulations of the Western Sydney University.

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| Student name and signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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