**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_**\_\_\_

Staff / Student / Visitor (please circle). Staff/Student #:\_\_\_\_\_\_\_\_\_\_\_\_\_

# Activity Completed

|  |  |
| --- | --- |
| **Details of Emergency Actions:**   * Explain emergency evacuation procedures, evacuation routes and assembly points   Show location of:   * emergency exits and names of floor wardens * emergency equipment; fire extinguisher, eye-wash facilities, safety shower, spill kits * nearest first aid kit and first aid officers * emergency power/gas shut-off switches (where applicable) | ……………….  ……………….  ……………….  ……………….  ……………….. |
| **Explain the university OH&S policy and issue resolution procedures** |  |
| **Explain the University’s environment policy and procedures** |  |
| **Explain procedures for reporting incidents/near misses, hazards and unsafe acts/work processes** |  |
| **Issue environment and safety manual** |  |
| **Introduction to Bio21 EHS Staff** |  |
| **Location of relevant EHS documentation**   * Incident reporting forms & procedure (S3) * Risk assessment forms & lab books * EH&S Notice Board/EHS Committee minutes * Lab safety documentation * Danger Tags * Workplace inspection forms | ………………..  ………………..  ………………..  ………………..  ………………..  ……………….. |
| **Explain security and ‘Out of Normal Hours’ access and equipment operating procedures** |  |
| **General Safety**   * Bio21 Safety Regulations * Supervision requirements * National Audit Tool Accreditation * Access to MSDSs * Waste disposal and recycling * EHS training | ………………..  ………………..  ………………..  ………………..  ………………..  ……………….. |

**Staff Tenant & Student Induction Questionnaire**

|  |  |  |
| --- | --- | --- |
| **Questions** | **Answer** | **Correct Y/N** |
| Who is the Bio21 Health & Safety Representative? | **1.** |  |
| Locate an alternative exits from your work area. | **1.** |  |
| Where is the building’s emergency assembly point? | **1.** |  |
| How would you locate a first aid officer in your area?  How would you locate a floor warden in your area? | **1.**  **2.** |  |
| Name the location of the out-of-normal hours register.  Explain the importance of the out-of-normal hours register. | **1.**  **2.** |  |
| What form would you use to report an incident?  Where can it be found? | **1.**  **2.** |  |
| Name two locations where you can find Environment Health and Safety information. | **1.**  **2.** |  |
| What should you do if you find a faulty piece of equipment or broken furniture? | **1.**  **2.** |  |
| Where could you find a copy of the latest Bio21 EHS committee meeting minutes? | **1.** |  |
| What is the Bio21 emergency mobile number? | **1.** |  |
| **TOTAL CORRECT**  **Score at least 7 out of 10 to pass induction.** |  |  |

**Requirements for Staff and students**

* Must comply with University of Melbourne Occupational Health & Safety policy and procedure generally and in accordance with [EHS Responsibilities (UOM0310](http://policy.unimelb.edu.au/UOM0310)).
* Must take all reasonable care for their own health and safety and that of others who may be affected by their conduct at the workplace;
* Must not wilfully or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare and must co-operate with the University in relation to actions taken by the University to comply with occupational health and safety legislation;
* Must not wilfully place at risk the health and safety of any person in the workplace;
* Must adopt work practices that support EHS programs;
* Must seek guidance for all new or modified work procedures;
* Must ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor;
* Must participate in meetings, training and other environment, health and safety activities;
* Must wear personal protective equipment as provided;
* Must use equipment in compliance with relevant guidelines, without willful interference or misuse;
* Must cooperate with the University relation to actions taken by the University to comply with Occupational Health and Safety and Environmental legislation.

**Inductor approval Inductee**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_