**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_