



Safety and Health Induction Checklist For New Laboratory Users

Guidelines for Laboratory Supervisors/Principal Investigators

Initial induction should be completed within two weeks of starting. Emergency procedures should be covered in the first day. When induction health and safety training is completed, the relevant box(es) should be ticked. For Items not covered, comments should be recorded giving reasons and date for completion. The new user and person providing the induction should both sign the form and keep a copy. New laboratory user could be NUS or External staff or student, attachment student, visiting professor, polytechnic student, etc

Name of New Lab. User:	Job Title:
Faculty/Department/Research Institute :	Start date:
Laboratory Name:	Laboratory location no. :

1. Health and Safety Policy & Information	Yes	No	Comments
1.1 Has the <i>University's Health and Safety Policies</i> been explained to the new lab user?	<input type="checkbox"/>	<input type="checkbox"/>	Available on OSHE website http://www.nus.edu.sg/osh/policies.htm
1.2 Has the user been told who their key Laboratory Health & Safety Co-ordinator is?	<input type="checkbox"/>	<input type="checkbox"/>	
1.3 Has the user been made aware of the following services, and how to contact them if advice is needed: <ul style="list-style-type: none"> ▪ Campus Security Number/All emergencies – tel. 6874 1616 ▪ OSHE main contact line – 65161084 ▪ Medical assistance service (tel. 6776 1631 / 6516 2880) 	<input type="checkbox"/>	<input type="checkbox"/>	
1.4 University Counselling Service (tel. 6516 7777 (24-hrs))	<input type="checkbox"/>	<input type="checkbox"/>	
1.5 Has the user been told where their nearest Health and Safety Notice Board is?	<input type="checkbox"/>	<input type="checkbox"/>	
1.6 Have you explained the University/Departmental policy on work outside normal working hours?	<input type="checkbox"/>	<input type="checkbox"/>	Two directives can be found in OSHE website: https://www.nus.edu.sg/osh/nus_manuals/policies/directive0701.pdf https://www.nus.edu.sg/osh/nus_manuals/policies/directive0702.pdf
1.7 Staff and students must display their staff ID / badge prominently all the time while they are at laboratories.	<input type="checkbox"/>	<input type="checkbox"/>	
1.8 Has the user undergone the necessary occupational health medical assessment?	<input type="checkbox"/>	<input type="checkbox"/>	
1.9 Has the user completed the "Facility access exclusion of liability and indemnity form"? This is applicable to external (non NUS) staff and students.	<input type="checkbox"/>	<input type="checkbox"/>	Available on OSHE website: https://www.nus.edu.sg/osh/manuals/indemnityform.pdf

1.10 Has the user been informed of the NUS requirements for insurance requirements for international students if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	Available on NUS website: http://www.nus.edu.sg/registrar/edu/ng-internationalinfo.html#insurance
2. Risk Assessments & Training	Yes	No	Comments
2.1 Where appropriate, has the user been briefed on which work activities they are not permitted to undertake, equipment they are not authorised to use, substances they must not handle and any restricted locations?	<input type="checkbox"/>	<input type="checkbox"/>	
2.2 Has the user been briefed on the relevant risk assessment pertaining to their research activities.	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 Has the user been taught procedures for conducting risk assessments of their laboratory activities?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4 Have the safety and health training needs of the staff or students been identified?(lease record in section 6 below).	<input type="checkbox"/>	<input type="checkbox"/>	Details of OSHE training courses available can be found in OSHE Training Prospectus or Training Page of the website http://www.nus.edu.sg/osh/training/safety.htm
3. Personal Protective Equipment	Yes	No	Comments
3.1 Have you informed them of any activities for which personal protective equipment or other safety equipment is required (and why it must be used)?	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 Has the necessary personal protective equipment (PPE) been issued and its proper use, storage and maintenance explained?	<input type="checkbox"/>	<input type="checkbox"/>	
3.3 Have you explained the procedure for reporting defective or damaged PPE and obtaining replacements?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Emergencies and Fire Arrangements	Yes	No	Comments
4.1 Has the lab user been informed of the procedure to follow upon discovering a fire or hearing the fire alarm, including where the fire escape routes and fire exits are in the building?	<input type="checkbox"/>	<input type="checkbox"/>	
4.2 Has the lab user been briefed on where the fire assembly point is and the role of the Fire Evacuation Officer and Fire Wardens?	<input type="checkbox"/>	<input type="checkbox"/>	
4.3 Has the lab user been explained where the fire extinguishers & fire blankets are positioned, how they operate and what type of fires they are suitable for extinguishing?	<input type="checkbox"/>	<input type="checkbox"/>	
4.4 Have you pointed out the location of the toilets, washing facilities, kitchen & rest areas, lockers, emergency showers etc (as appropriate)?	<input type="checkbox"/>	<input type="checkbox"/>	
4.5 Has the lab user been briefed on the use of eyewash and safety shower?	<input type="checkbox"/>	<input type="checkbox"/>	
4.6 Has the lab user been briefed on the location of the nearest first aid box, first aid room (if provided) and informed of who the local first-aiders are (and how to contact them)?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Accidents and Hazard Reporting	Yes	No	Comments
5.1 Has the lab user been briefed on incident / accident reporting procedure and how to report a hazard?	<input type="checkbox"/>	<input type="checkbox"/>	Available on OSHE website http://nus.edu.sg/osh/services/airs.htm

