

**Deanship Of Scientific Research – Central Laboratories (Jan 2020)**

**Local Induction Record**

Each individual starting work in the central laboratories needs to be inducted using this Local Induction Record. This template will be kept by the relevant group / supervisor .

All new staff and researchers also need to be trained in relevant procedures by competent members of staff . Once an individual has attained the appropriate competence in a procedure or use of a piece of equipment, and can demonstrate that they know how to implement associated control and emergency measures, this needs to be indicated via a sign off on the relevant assessment or standard operating procedure by the supervisor or delegated member of staff .

**Note** - For work with high powered lasers, biological agents or unscreened human material, unsealed or sealed source ionizing radiation or in specific facilities (workshops, high biological containment labs, clean rooms, NMR facility etc) further training and induction is required. If working with any of these hazards ask the supervisor for details of training requirements.

<b>Name of staff, researchers or visitor:</b>	<b>Division / Section / Group:</b>
<b>Principal Investigator / supervisor:</b>	<b>Location of lab:</b>
<b>Date of induction:</b>	<b>Induction given by:</b>

<b>Before practical induction all new staff / researchers must confirm they have done the following :</b>			<b>Confirmation (✓)</b>
<b>Identified with supervisor appropriate safety training courses relating to the work</b> (taking into account previous experience and College / Dept. requirements)			
<b>Identified the local procedures and equipment that the individual needs to be trained in and on with the supervisor or delegated member of staff</b>			
<b>Enrolled into the University Fire Prevention and Fire Safety at work course</b>			
<b>Received a clean laboratory coat, safety glasses and / or other appropriate protective equipment</b>			
<b>General Safety Issues:</b>			<b>Inducted (✓ or NA )</b>
			<b>Inducted (✓ or NA )</b>
Good lab / area Practice		Importance of good housekeeping	
Explanation of lab / area layout and any segregated / restricted areas for specific types of work		Who to report equipment faults or safety issues to	
Normal working hours in the lab		Explain local rules regarding shared spaces / equipment	
Where local safety information is held and what it includes		Explanation of safety / warning signs relevant to the local area	
<b>First Aid and Emergency arrangement</b>			<b>Inducted (✓ or NA )</b>
			<b>Inducted (✓ or NA )</b>
Location of first aid boxes		Identification of first aid personnel and, how to contact them in an emergency	
Locations of nearest drench hoses, eyewash stations and / or showers		Contact numbers for Occupational Health and Healthcare Centre and times available	
Location of any chemical spill kits and instruction in their use		Location of other spill kits (biological, radiological etc) and instruction in their use	
Nearest fire exit, assembly point and fire alarm system		What to do in event of a fire in the lab	
<b>Incidents Reporting :</b>			<b>Inducted (✓ or NA )</b>
			<b>Inducted (✓ or NA )</b>
Procedure for reporting accidents, near misses and primary control failures		Importance of reporting all accidents and near misses	

Experimental Procedures:		Inducted (✓ or NA )	
		Inducted (✓ or NA )	
Details of any disinfectants / cleaning materials and their use in the area		Location of storage cabinets for acids, flammable, toxic and poisonous chemicals	
How and when to remove gloves and reduce contamination		Transport routes for samples, chemicals and waste through the building and how to transport	
Safe use, storage and disposal of sharps in the area		Appropriate labeling of reagent bottles and waste containers	
Waste Procedures:		Inducted (✓ or NA )	
		Inducted (✓ or NA )	
Location of waste bags, sharps bins and bag ties		How to dispose of empty chemical reagent bottles	
Importance of loosely sealing autoclave bags to allow penetration of steam		Disposal of chipped, cracked or damaged glassware	
Waste routes and bins used for disposal (domestic / biological / chemical / sharps / contaminated and uncontaminated glassware)		Disposal of damaged equipment	

**Declaration:**

**Inductee:** I have completed a hazardous area local induction and agree to abide by all appropriate lab/area rules

Signature:..... Date:

**Inductor:**

Signature:..... Date: