

# 2018

## Induction to the School of Biological Sciences

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Staff/ Student No. \_\_\_\_\_  
 e-mail address: (UoW) \_\_\_\_\_ email: (personal) \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Phone no. (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile) \_\_\_\_\_  
 Building no: \_\_\_\_\_ Room no: (office) \_\_\_\_\_ (lab) \_\_\_\_\_ Phone: (office) \_\_\_\_\_ (lab) \_\_\_\_\_  
 Supervisor/s: \_\_\_\_\_ Date: \_\_\_\_\_

Have you previously been inducted? Yes (Year \_ \_ \_ ) No

Position: (Please circle)

Academic staff	Professional staff	Honours.....	BIOL 292/392/232
Research Fellow	Research Assistant	MSc / PhD	Internship.....
Research Associate	Visiting Fellow	Volunteer	Other .....

### 1. Workplace Health, Safety and Environment Aspects in my Laboratory – Supervisor/s

You will need to complete the SMAH Work Place Health and Safety Induction.

Go to <https://moodle.uowplatform.edu.au/> to self-enrol.

Select: SMAH Workplace Health and Safety induction (TRNG224\_14)

**MANDATORY:** Attendance at the annual 'Working Safely in Science, Medicine & Health' induction (held during 0-week each year). You will be contacted by email.

To complete your school WHS induction you will need to consult the UOW and School WHS websites.

The relevant policies can be viewed at <http://smah.uow.edu.au/biol/health-safety/index.html>

#### I have read the following documents for:

- |   |   |
|---|---|
| <input type="checkbox"/> Laboratory Safety Guidelines                             | <input type="checkbox"/> Emergency Procedures |
| <input type="checkbox"/> Biological Sciences OHS Responsibilities                 | <input type="checkbox"/> UOW travel policy    |
| <input type="checkbox"/> Biological Sciences Laboratory Waste Disposal procedures | <input type="checkbox"/> UOW WHS Policy       |
| <input type="checkbox"/> Building Access Guidelines                               | <input type="checkbox"/> UOW Volunteers       |

#### I have been:

- ☐ shown how to access and complete a Laboratory or Field work Risk Assessment
- ☐ informed of the emergency equipment available for field work i.e. EPIRB, defibrillator, oxy resus equipment
- ☐ briefed on how to access and use ChemAlert to view MSDS
- ☐ shown how to use SafetyNet, access and create incident reports, Risk Assessments/SWPs
- ☐ added (if relevant) to file share group – file share group name: .....

#### I have been shown and/or have had the procedures described for the:

- |  |  |
|--|--|
| <input type="checkbox"/> Meeting place in the event of an evacuation                               | <input type="checkbox"/> School key cabinet                  |
| <input type="checkbox"/> After hours sign-on books   | <input type="checkbox"/> Biological Sciences theses library  |
| <input type="checkbox"/> been shown the computers for general use                                  | <input type="checkbox"/> Mechanical and electrical workshop  |
| <input type="checkbox"/> Consumables store and operation   | <input type="checkbox"/> Personal Protective Equipment (PPE) |
| <input type="checkbox"/> Location of the solvent store, chemical waste store, hazardous waste bins | <input type="checkbox"/> Tearoom / meeting room              |

## 2. Immunisation

Do you require immunisation?

☐ Yes

☐ No

Information regarding immunisation can be viewed at: [Immunisation Guidelines](#)

If yes:

Vaccine \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

OR if you wish to decline immunisation go to: [Decline Immunisation Form](#)

## 3. Risk Assessment – Margaret Phillips 35.G19

**You must complete your induction before commencing lab or field work.**

All risk assessments are to be completed on SafetyNET. Add your supervisor as your approver.

Contact Margaret Phillips (mphillip@uow.edu.au) to make an appointment to complete your induction.

Bring your induction paperwork, training needs and risk assessment with you.

[SafetyNET](#)

[Risk Assessment User Guide](#)

☐ completed

☐ not completed

Notes:

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Name: .....	Signature: .....	Date: .....
Supervisor's Signature: .....	Date: .....	

## 4. Administration Office – 35.G19

Keys: (All keys and swipe cards are issued by Facilities Management Division (FMD)).

I wish to subscribe to the following mailing lists:

- |   |  |
|---|--|
| <input type="checkbox"/> biology_academics (lecturers/postdocs) | <input type="checkbox"/> biology_honours             |
| <input type="checkbox"/> biology_lecturers                      | <input type="checkbox"/> biology_postgrads (MSc/PhD) |
| <input type="checkbox"/> biology_postdocs                       | <input type="checkbox"/> biology_res_assistants      |
| <input type="checkbox"/> biology_casuals                        | <input type="checkbox"/> cses_academics              |
|   | <input type="checkbox"/> cses_students               |

Office Use Only: ☐ admin ☐ OH&S

## School of Biological Sciences Training Needs Analysis

Please complete this form with your supervisor and review at least annually.  
Tick all that apply.

**First name:** \_\_\_\_\_ **Last name:** \_\_\_\_\_

**Staff/ Student No.** \_\_\_\_\_

### ACTIVITY

#### General

<input type="checkbox"/> BioSafety*
<input type="checkbox"/> Use of autoclave
<input type="checkbox"/> Access to -80 freezer room
<input type="checkbox"/> Use of BioSafety Cabinet
<input type="checkbox"/> Use of super speed centrifuge
<input type="checkbox"/> Handling of compressed gases
<input type="checkbox"/> Handling of liquid nitrogen
<input type="checkbox"/> Hazardous substances
<input type="checkbox"/> Immunisation Requirements

#### OHS

<input type="checkbox"/> Design Guidelines Risk Assessment
<input type="checkbox"/> Ergonomics in the Workplace
<input type="checkbox"/> Manual handling and back care
<input type="checkbox"/> Developing Safe Work Procedures
<input type="checkbox"/> Senior First Aid

#### OHS (supervisors)

<input type="checkbox"/> Implementing OHS – A Practical guide for supervisors
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#### Fieldwork – MANDATORY BEFORE USE

<input type="checkbox"/> FESS
<input type="checkbox"/> Boat - induction
<input type="checkbox"/> Diving - induction
<input type="checkbox"/> CSES car - induction
<input type="checkbox"/> Remote locations

#### PC2 Lab - BioSecurity

<input type="checkbox"/> Using GMOs Quiz
<input type="checkbox"/> BioSecurity Quiz
<input type="checkbox"/> Use of biosafety cabinet
<input type="checkbox"/> Bio spills clean-up
<input type="checkbox"/> Handling human blood products
<input type="checkbox"/> Name added to Risk Group Register

#### Husbandry

<input type="checkbox"/> Animal Facility induction
<input type="checkbox"/> Ecological Research Centre (ERC) induction
<input type="checkbox"/> Animal Ethics

WH&S Training Course Nomination for Students form is found on this page:

<http://staff.uow.edu.au/ohs/training/index.html>

\* A biohazard can be defined as any organism (and/or its toxin) or a material of biological origin that can cause harm to human, plants, animal or the environment.

Biological hazards that staff and students may be exposed to while working at UOW includes:

- human blood, tissue and body fluids;
- human sewage and faeces;
- microorganisms;
- cell culture;
- GMOs;
- animals (including tissue, blood or body fluids and excreta);
- contaminated soil and water samples;
- plants.