



This outlines the specific induction and authorization requirements for UNSW laboratories. It lists the generic risk controls established by the laboratory. In addition, training will be provided for plant, equipment and safe work practices. Note – you can use OHS006 OHS Induction Form in conjunction with this form. This Laboratory Induction and Authorisation Form must be completed and signed before access to the laboratory is granted.

Faculty/School/Unit
Laboratory location, eg building number, name
Laboratory identification, eg room number, name

New laboratory user name:	Signature:
Laboratory manager name:	Signature:
Supervisor name:	Signature:
Date induction completed:	

General requirements

The supervisor must explain the following to all inductees:	(tick when completed)
Access requirements - normal & after hours	<input type="checkbox"/>
Risk Assessments	<input type="checkbox"/>
Safe Working Procedures (SWP)	<input type="checkbox"/>
Personal Protective Clothing and Equipment selection, use and maintenance	<input type="checkbox"/>
Safety equipment –location, use, operation	<input type="checkbox"/>
Laboratory Safety Manual - location and use	<input type="checkbox"/>
Laboratory records including checklists and inspections	<input type="checkbox"/>
Chemical storage	<input type="checkbox"/>
Chemical Register	<input type="checkbox"/>
Material Safety Data Sheets	<input type="checkbox"/>
Waste disposal system	<input type="checkbox"/>
Laboratory Emergency Response Plan	<input type="checkbox"/>
Evacuation and emergency procedures	<input type="checkbox"/>
Laboratory Licensing Conditions eg OGTR certified, QAP, Radiation, PC2	<input type="checkbox"/>
Review local OHS Web resources	<input type="checkbox"/>

Additional requirements

I, have inducted and authorised to access this laboratory
(Laboratory manager) (Name)

I, have undertaken laboratory induction. I agree to abide by all the above requirements as outlined by the Laboratory Manager.