General laboratory induction checklist (v1)

Summary
Before starting work in general laboratory areas a lab induction must be completed if:
An individual is working in the lab unsupervised or, will be working in the lab for longer than 5 working days.

The lab induction can be given by either the Principal Investigator or a competent member of the lab.

The completed induction record should be kept by each group in a safety file or folder and makes up part of each individual’s safety training record.

The induction process is essential to ensure that new staff / students are aware of health and safety practicalities within the lab and who to go to for information where necessary.

Note - specialist labs (ionising radiation, CL3, insectary etc) may require additional induction as per the suite local rules.

Part 1

Name of staff, student or visitor:  
Division:  
Principal Investigator:  

Part 2

Before practical induction all new staff / students must confirm they have done the following:

<table>
<thead>
<tr>
<th>Action</th>
<th>Confirmation (✔)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identified College safety training courses related to the work (taking into account previous experience and Dept requirements).</td>
<td></td>
</tr>
<tr>
<td>Where required, risk assessments have been completed</td>
<td></td>
</tr>
<tr>
<td>Been issued with a clean laboratory coat</td>
<td></td>
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</tbody>
</table>

Inductee:  I confirm that the above actions (where required) have been completed:

Signature: ...........................................................

Part 3

During induction please refer to the relevant building information document where appropriate

<table>
<thead>
<tr>
<th>Category</th>
<th>Inducted (✔)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Good Lab Practice – do’s and don’ts in labs</td>
</tr>
<tr>
<td></td>
<td>Importance of good housekeeping in the lab</td>
</tr>
<tr>
<td></td>
<td>Explanation of lab layout and areas segregated for specific types of work i.e. ionising radiation areas</td>
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<tr>
<td></td>
<td>Who to report equipment faults or lab safety issues to</td>
</tr>
<tr>
<td></td>
<td>Normal working hours and lone working in the lab</td>
</tr>
<tr>
<td></td>
<td>Emergency contact numbers (College emergency number ext 4444 for South Ken campus and any local emergency numbers)</td>
</tr>
<tr>
<td></td>
<td>Information in Group Health and Safety folder</td>
</tr>
<tr>
<td></td>
<td>Explain local lab signage and any lab rules regarding shared spaces / equipment.</td>
</tr>
</tbody>
</table>
**First Aid**
- Location of first aid boxes
- Identification of first aid personnel and, how to contact them in an emergency
- Locations of nearest drench hoses and showers
- Contact numbers for Occupational Health and Healthcare Centre

**Accidents and incidents**
- Procedure to report accidents or near misses (including College accident / near miss report form)
- Importance of reporting
- Details of any specific poison antidotes or procedures related to work in lab

**Fire**
- Fire alarms – type of sound and time of weekly test
- What to do in event of fire in lab
- Nearest lab emergency exit routes and assembly point
- Location of fire alarms, blankets and extinguishers
- Location of cabinets for flammable chemicals and explanation of use
- Importance of keeping fire doors shut in lab areas

**Security**
- Swipe card access and reporting non authorised individuals in lab areas (eg security number)
- Procedure if swipe card is lost
- Personal belongings – safe storage outside of lab
- Signing-in book and procedures for lab work outside normal working hours

**Experimental procedures**
- Specified disinfection procedures
- Location of acids and drug cabinets and explanation of use
- Good glove practice
- Routes for transporting samples, chemicals and waste through the building
- Preventing chemical spillages (double containment / fume cupboards etc)
- Safe use, storage and disposal of sharps in the lab
- Location and different types of spill kits

**Waste**
- Types of waste routes and bins used for disposal (GM / clinical / domestic / chemical / contaminated and uncontaminated glassware)
- Location of waste bags, sharps bins and bag ties
- Importance of correctly sealing autoclave bags to allow penetration of steam

**Part 4**
Declaration:

**Inductee:** I completed an induction on the…………………………………….(dd/mm/yy) and agree to abide by the appropriate lab rules:

Signature:…………………………………….

**Inductor:**

Signature:…………………………………….