

<b>Safety and Health Induction Checklist For New Laboratory Users</b> 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/NTU or External staff or student, attachment student, visiting professor, polytechnic student, etc				
<b>Name of New Lab. User:</b> contact number :		<b>Job Title:</b>		
<b>Faculty/Department/Research Institute :</b>		<b>Contract Start date / Contract End Date :</b>		
<b>Laboratory Name:</b>		<b>Laboratory location no. :</b>		
<b>1. Health and Safety Policy &amp; Information</b>		Yes	No	Comments
1.1 Has the <i>University's Health and Safety Policies</i> been explained to the new lab user?				School is committed to take all reasonably practicable means, comply with legalisation in Singapore to provide a safe and healthy environment to all staff, partners, students and visitors
1.2 Has the user been told who their key Laboratory Health & Safety Co-ordinator is?				
1.3 Has the user been made aware of the following services, and how to contact them if advice is needed: f _____ CREATE BMO (6601 4011/ 6601 4012) f _____ CREATE Fire command center (6601 2630/ 6601 2631) f _____ Safety officer ( 6601 4115/96943381)				
1.4 Has the user been told about Laboratory Safety Rules & Regulations, signed the acknowledgement form ?				
1.5 Have the Lab Users completed the 18 core safety and health E-learning ? Records?				
1.6 Has the user completed the "Facility access exclusion of liability and indemnity form"? This is applicable to external (non NUS/NTU) staff and students.				
<b>2. Risk Assessments &amp; Training</b>		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?				
2.2 Has the user been brief on the RA and RM regulation and their roles on conducting risk assessments of their laboratory activities?				
2.3 Has the user been briefed on the relevant risk assessment pertaining to their research activities (mentor or supervisor).				
<b>3. Personal Protective Equipment, Equipment</b>		Yes	No	Comments
3.1 Have user been informed of any activities for which personal protective equipment or other safety equipment is required (and why it must be used)?				
3.2 Has the necessary personal protective equipment (PPE) been issued and its proper use, storage and maintenance explained?				

3.3 Have the user been informed of procedure for Equipment Transportation and purchase procedure?			
<b>4. Emergencies and Fire Arrangements</b>	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?			
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?			
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?			
4.4 Have you pointed out the location of the toilets, washing facilities, kitchen & rest areas, lockers, emergency showers etc (as appropriate)?			
4.5 Has the lab user been briefed on the use of eyewash and safety shower?			
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)?			
<b>5. Accidents and Hazard Reporting</b>	Yes	No	Comments
5.1 Has the lab user been briefed on incident / accident reporting procedure and how to report a hazard?			
6. List here any health and safety training needs identified (including timescales for attendance) and any additional safety and health information required by / for the staff or student:			

<b>Declaration</b>		
<i>I certify that the above health and safety induction subjects have been explained:</i>		
Name of the inductor: Teh Chee Kaung	Signature:	Date:
<i>Job title : SHARE Safety officer</i>		
Name of New Laboratory User:	Signature:	Date: