|  |  |
| --- | --- |
| D **University of Cambridge**  Department of Chemistry | **Safety Induction Checklist**  |

This form represents part of your safety induction process. It is the responsibility of the PI/supervisor/line manager, to ensure that it is fully discussed, understood, and completed with you.

If any section is ‘Not Applicable”, N/A should be written in the “Date” and “Carried out by” boxes.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date** | **Carried out by** | **Comments** |
| Check that the new starter has a copy of the Department’s Safety Handbook |  |  | Links to pdf versions available. **See note 1** |
| Provide new starter with safety spectacles, as appropriate (**see note 2**) |  |  | A selection available at Stores |
| Draw attention to the H & S policy and ensure the new starter understands their personal responsibility for safety |  |  | H & S policy presented at induction |
| Provide a copy of the most recent Laboratory Group Management & Safety Plan and instruct to read as appropriate*Please read through this document before signing* |  |  | Hard copies or links to online versions provided at induction  |
| Provide instruction about Fire Discovery and the Evacuation Drill, to include details about alarm testing (day/time) |  |  | Instructions provided at induction |
| Advise the procedure for summoning a First Aider |  |  | Procedure presented at induction |
| Explain the procedure for hazard notification and emergency procedures |  |  | Procedure presented at induction |
| Advise the procedure for reporting accidents and near-misses |  |  | Procedure presented at induction |
| Point out any inherent safety features and safety issues to be aware of in the work area |  |  | Shown as part of tour and familiarization of workplace |
| Explain the need for ‘Safe Operating Procedures’ and ‘Good Housekeeping’ |  |  | Explained at induction |
| Explain local waste disposal procedures and provide details about segregation of waste |  |  | Explained at induction |
|  | **Date** | **Carried out by** | **Comments** |
| Advise where food and drink can and cannot be consumed |  |  | Provided at induction  |
| Advise where smoking/vaping ispermitted |  |  | Provided at induction |
| Discuss the provision and use of the Mifare security card, keys, etc. |  |  | Use of Mifare card and access discussed at induction  |
| Explain the departmental rules about out of hours working |  |  | Rules provided for work out of hours (WOOH) presented at induction |
| Show location of Risk Assessments and method statements (RAMS), protocols or safe operating procedures, and Safety Data Sheets. |  |  | Locations of hard or online copies to be given at induction. Appropriate RAMS to be read and understood before commencing work. |
| Advise on representation on the department’s Safety Committee  |  |  | Full membership provided on the Safety Committee website |
| Advise the name and location of the Departmental Safety Officer and Safety Technician |  |  | Richard Turner (M17A) and Galina Jennings (M17) |

**Confirmation of safety induction provided:**

* Full name of new starter (PRINT): ………………………………………………………………
* Signature of new starter: ……………………………………………………….…………………
* Start date in the Department: …………………………………………………………………….
* Full name of PI/line manager/supervisor or person who provided work-specific safety induction (PRINT) ……………………………………………………………………………………………
* Signature of person who provided safety induction: ………………………………………….

**PLEASE NOTE:**

1. Safety Handbook **Part 1** <https://www.ch.cam.ac.uk/safety/files/Safety%20forms/Departmental%20Safety%20Handbook/2020_2021%20Safety%20Handbook%202020%20part%201.pdf> and **Part 2** <https://www.ch.cam.ac.uk/safety/files/Safety%20forms/Departmental%20Safety%20Handbook/2020_2021%20Safety%20Handbook%202020%20part%202.pdf>
2. Academic, technical staff and all research workers are issued with safety glasses.
3. You MUST NOT commence any experimental work, UNTIL this form has been completed and your registration process is complete.
4. It is expected that any work-specific Health & Safety induction will be arranged directly your PI/supervisor.
5. It is COMPULSORY for all contract staff and students with a contract of more than six months, to receive Fire Safety Awareness and Use of Fire Extinguishers Training.
6. A Display Screen Equipment Form should be completed within four weeks of your start date, and sent to safety@ch.cam.ac.uk.