

Laboratory Induction Checklist For New Users

Guidelines for Laboratory Supervisors/Principal Investigators

A new laboratory user could be a C4T member, a new hire, a member of NTU, NUS, or the University of Cambridge, a visiting researcher from another institution or a temporary contract staff member. The relevant boxes should be ticked when going through each point. For points not covered or completed, reasons or expected date for completion should be stated in the comments. Both the new user and the person conducting the induction should sign the form and a copy should be given to the new user.

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| Name of New Laboratory User: | Phone number: | | |
| Job Title: | Start Date: | | |
| Projects (IRP/AMPLE/Others): | Email: | | |
| 1 Health and Safety Policy & Information | Yes | No | Comments |
| 1.1 Has the CARES <i>Health & Safety</i> policy been explained to the user? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.2 Has the user been told who CARES Health and Safety key personnel are? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.3 Has the user been made aware of the following services, and how to contact them, and in what situations they should be contacted: <ul style="list-style-type: none"> • FIRE COMMAND CENTRE 6601 2630 / 660 2631 • Building Management Office (BMO) 6601 4011 / 6601 4012 • Lab Manager (90182051) • Singapore Police Force (Emergency Hotline) 999 • Singapore Civil Defence Force 995 <p>And have they saved these numbers to their phones?</p> | <input type="checkbox"/> | <input type="checkbox"/> | |

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| 1.4 Has the inductee been told how to contact the lab manager, by email and duty phone? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 Risk Assessments & Training | Yes | No | Comments |
| 2.1 Has the user been told about CARES Health and Safety Policies Dropbox (Tier3) folder and how to access it (should this be appropriate)? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.2 Have you explained CARES' policy on work outside normal working hours? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.3 Where appropriate, has the user been briefed on which work activities they are not permitted to undertake, equipment they are not authorized to use, substances they must not handle, and restricted locations? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.4 Has the user been briefed on the relevant risk assessment pertaining to their research activities? (NUS and others offer courses in Risk Assessment) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.5 Has the user been taught procedures for conducting risk assessments of their laboratory activities using the relevant form? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.6 Has the user been told of the availability of Standard Operating Procedures (SOP) for common laboratory work and activities & the importance of preparing and displaying them? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.7 Have the safety and health training needs of the user been identified? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 Receiving of goods and deliveries | Yes | No | Comments |
| 3.1 Has the researcher been briefed on how to accept deliveries and carry them on? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3.2 Has the researcher been briefed on how to handle explosive precursors and flammable materials? | <input type="checkbox"/> | <input type="checkbox"/> | |

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| 4 Outside of Lab Tour | Yes | No | Comments |
| 4.1 Have you pointed out the location of the fire exit? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4.2 Have you described the SCDF emergency phone and fire indicator panel? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4.3 Have you shown the evacuation route from the courtyard behind RESEARCH? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4.4 Have you pointed out the location of the toilets, washing facilities, pantry, etc? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4.5 Have you described the lights of the control panel? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4.6 Have you explained the gas cylinder room, that it houses Liquid Nitrogen, and the requirements for entry? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5 Personal Protective Equipment | Yes | No | Comments |
| 5.1 Have you informed the user of the activities for which personal protective equipment (PPE) or other safety equipment is required (and why it must be used)? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5.2 Has the necessary PPE been issued and its proper use, storage and maintenance explained? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5.3 Have you explained the procedure for reporting defective or damaged PPE and obtaining replacements? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 Lab Tour | Yes | No | Comments |
| 6.1 Have the rules on chemical disposal been explained? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6.2 Have the requirements been explained that: <ul style="list-style-type: none"> Everything must be returned to its place? Inventories must be maintained? Nothing may be borrowed from another without permission? Lab books are to be kept orderly and comprehensive? | <input type="checkbox"/> | <input type="checkbox"/> | |



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| 6.3 Has the Inductee been shown our stock of tubes and tips? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6.4 Has the inductee been show how to tidy a workspace? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6.5 Has the inductee been briefed on proper GHS and chemical labelling with name and content on the bottles? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6.6 Has the user been shown the workshop and briefed on the requirements for its use? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7 Emergencies and Fire Arrangements | Yes | No | Comments |
| 7.1 Has the 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? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7.2 Has the user been informed of the procedure to follow upon discovering a gas leak or hearing the gas alarm, including the two different levels of gas alarm and the appropriate response? (shut down all experiments at yellow, especially shut down gas flows. Evacuate at red) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7.3 Has the user been briefed on where the fire assembly point is? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7.4 Has the user been shown where the fire extinguishers and if available, fire blankets, are positioned. And explained how these operate and the type of fires they are suitable for extinguishing? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7.5 Has the user been shown the location and briefed on use of the eyewash and safety shower? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7.6 Have the safeguards of modesty during decontamination been explained to the inductee? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7.7 Has the user been shown the location of the nearest first aid box and informed of who the local first-aiders are (and how to contact them)? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7.8 Has the user been shown the lab layout? | <input type="checkbox"/> | <input type="checkbox"/> | |



| 8 Accidents and Hazard Reporting | Yes | No | Comments |
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| 8.1 Has the lab user been briefed on incident / accident reporting procedure and how to report a hazard? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9 Energy Efficiency | | | |
| 9.1 Has the user been made aware of the CARES energy efficiency drive? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9.2 Has the user been made aware of the requirements to turn off lights and lower fume hood sashes? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9.3 Has the user been made aware of the policies on recycling flush water? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10 Declaration | | | |
| <i>I certify that the above health and safety induction sections have been explained.</i> | | | |
| _____ Name of New Laboratory User | _____ Signature | _____ Date | |
| <u>Sim Chun Siong</u> Name and Job Title of the Inductor | _____ Signature | _____ Date | |
| <u>Markus Kraft</u> Program Director | _____ Signature | _____ Date | |
| Checklist here is modified from OSHE's Safety & Health Induction Checklist For New Laboratory Users | | | |