



**Department of Pharmacology**  
**Safety and Health Induction Checklist For New Laboratory Users**

1. Emergency procedures should be covered on the first day.
2. Initial induction should be completed within two weeks of starting.
3. When induction health and safety training is completed, the relevant box(es) should be ticked.
4. For items not covered, comments should be recorded giving reasons and date for completion.
5. The new user and person providing the induction should both sign the form and keep a copy.
6. New laboratory user could be NUS or External staff or student, attachment student, visiting professor, polytechnic student.

<b>Name of New Lab User:</b>	<b>Staff:</b> RF/RA/LO/ Others			
<b>Start date:</b>	<b>Student:</b> Graduate / Honours / UROPS / Others			
<b>Laboratory Name:</b>	<b>Laboratory Location No. :</b>			
<b>1. Emergencies and Fire Arrangements –To be covered on 1st day of work</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
1.1 Have you been informed of the procedure to follow upon discovering a fire or hearing the fire alarm, including where the escape routes and fire exits are in the building? Please refer to the <a href="#">Department Fire escape route</a>				
1.2 Have you been briefed on where the fire assembly point is and who are the Fire coordinator and Fire Wardens of your respective area? Please refer to the <a href="#">Assembly Area (AA)</a>				
1.3 Have you been briefed on where the fire extinguishers & fire blankets are located?				
1.4 Have you been informed of the location of the toilets, washing facilities, pantry & rest areas, lockers, emergency showers etc (as appropriate)?				
1.5 Have you been briefed on the use of eyewash and safety shower?				
1.6 Have you been shown the location of the nearest First Aid box, and informed of who the local first-aiders are (and how to contact them)?				
<b>2. Risk Assessments &amp; Training</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
2.1 Where appropriate, have you been briefed on which work activities you are not permitted to undertake, equipment you are not authorized to use, substances you must not handle and any restricted locations?				
2.2 Have you been briefed on the relevant risk assessments pertaining to your research activities?				

2.3	Have you been taught procedures for conducting risk assessments of your laboratory activities?				
2.4	Have your safety and health training needs been identified? Please refer to the <a href="#">Training and Health Checklist</a> . Details of OSHE training courses can be found in OSHE website <a href="https://inetapps.nus.edu.sg/osh/portal/training/ssts.html">https://inetapps.nus.edu.sg/osh/portal/training/ssts.html</a>				
<b>4.</b>	<b>Health and Safety Policy &amp; Information</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
4.1	Have you read the Department of Pharmacology Safety Policy?				
4.2	Have you read the SoM Safety Manual?				
4.3	Do you know the members of the Department Safety & Health Committee (DSHC)?				
4.4	Have you been made aware of the following services, and how to contact them if advice is needed? Campus Security Number/All emergencies : <b>6874 1616</b> OSHE Hot Line: <b>6516 6863</b> -Occupational health clinical services : <b>6601 1781</b> University Counseling Service : <b>6516 7777</b> (24-hrs)				
4.5	Have you been told where the nearest Health and Safety Notice Board is?				
4.6	Have you been informed of the University/Departmental policy on work outside normal working hours?				
4.7	Have you activated your card access to the Department? <a href="#">Department Smart Card Access System</a>				
4.8	You must display your staff ID / badge prominently all the time while you are in the laboratories.				
4.9	Have you undergone the necessary occupational health <a href="#">medical assessment, like anti-Tetanus, Hepatitis B vaccination?</a> Please refer to the <a href="#">Training and Health Checklist</a>				
<b>5.</b>	<b>Accidents and Hazard reporting</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
5.1	Have you been briefed on incident / accident reporting procedure and how to report a hazard?				
<b>Declaration</b>					
<i>I certify that the above health and safety induction subjects have been explained.</i>					
<b>Name of the inductor:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Name of the new laboratory user:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Name of the Principal Investigator:</b>		<b>Signature:</b>		<b>Date:</b>	

Revised April 2017