Department of Paediatrics
Safety & Health Induction Checklist For New Laboratory Users

Guidelines for Laboratory Supervisors/Principal Investigators

A new laboratory user could be a NUS/ external staff, visiting professor or NUS/NTU/attachment/polytechnic student, etc. Emergency procedures should be covered on the first day and induction should be completed within two weeks of starting work. 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.

Name of New Laboratory User:	
Job Title:	**Start Date:**
Division :	**Laboratory Location:**

1	Health and Safety Policy & Information	Yes	No	Comments
1.1	Has the *University's Health and Safety Policy* and the *Paediatrics Department Safety Policy* been explained to the new lab user? *University's Health and Safety Policy:* https://share.nus.edu.sg/corporate/policies/safety_and_health/General-Safety-and-Health-Policies/University%20Safety%20and%20Health%20Policy.pdf *Paeds SHMS, SHMS 01 Safety Policy and Organization*	☐	☐	
1.2	Has the user been told who the Department's Health and Safety key personnel are? *Paeds SHMS, SHMS 03 Safety Training's Appendix 3.7.3*	☐	☐	
1.3	Has the user been made aware of the following services, and how to contact them if advice is needed: •Campus Security (all emergencies) – 6874 1616 • OSHE – 6516 1084 • Medical Assistance Service – 6776 1631 / 6516 2880 • University Counselling Service – 6516 7777 (24-hrs)	☐	☐	
1.4	Has the user been told about the Department's Health and Safety Website and how to access the department's SHMS? http://medicine.nus.edu.sg/paed/safety/	☐	☐	
1.5	Have you explained the Department's policy on work outside normal working hours? *Paeds SHMS, SHMS 06 In-House Safety Rules and Regulations Appendix 6.7.1*	☐	☐	

1.6 Staff and students must display their staff ID / badge prominently all the time while they are at laboratories.	☐	☐	
1.7 Has the user undergone the necessary occupational health medical assessment?	☐	☐	
1.8 Has the user completed the ‘‘Facility access exclusion of liability and indemnity form”? This is applicable to external (non NUS) staff and students. https://share.nus.edu.sg/corporate/forms/safety_and_health/General-Lab-Safety-Forms/Form-facility-access-exclusion-of-liability-and-indemnity.pdf	☐	☐	
1.9 Has the user been informed of the NUS insurance requirements for international students, if applicable? http://www.nus.edu.sg/uhc/services/billing-insurance/insurance-matters.html	☐	☐	
1.10 Have you pointed out the location of the toilets, washing facilities, pantry, lockers, etc?	☐	☐	
2 Risk Assessments & Training	**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 authorized to use, substances they must not handle, and restricted locations?	☐	☐	
2.2 Has the user been briefed on the relevant risk assessment pertaining to their research activities?	☐	☐	
2.3 Has the user been taught procedures for conducting risk assessments of their laboratory activities using form available from OSHE? https://share.nus.edu.sg/corporate/forms/safety_and_health/Project-Risk-Assessment/Activity-based-risk-assessment.xls	☐	☐	
2.4 Has the user been told of the availability of Standard Operating Procedures (SOP) for common laboratory work and activities? *From OSHE:* https://share.nus.edu.sg/corporate/procedures/safety_and_health/Forms/AllItems.aspx *Paeds SHMS, SHMS 02 Standard Operating Procedures*	☐	☐	

2.5 Have the safety and health training needs of the user been identified? (Refer to your division's training matrix and record in Section 6 below). *OSHE's Structured Safety Training System and training courses:* https://inetapps.nus.edu.sg/osh/portal/training/ssts.html	☐	☐	
3 Personal Protective Equipment	**Yes**	**No**	**Comments**
3.1 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)?	☐	☐	
3.2 Has the necessary PPE been issued and its proper use, storage and maintenance explained?	☐	☐	
3.3 Have you explained the procedure for reporting defective or damaged PPE and obtaining replacements?	☐	☐	
4 Emergencies and Fire Arrangements	**Yes**	**No**	**Comments**
4.1 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?	☐	☐	
4.2 Has the 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 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?	☐	☐	
4.4 Has the user been shown the location and briefed on use of the eyewash and safety shower?	☐	☐	
4.5 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)?	☐	☐	
5 Accidents and Hazard Reporting	**Yes**	**No**	**Comments**
5.1 Has the lab user been briefed on incident / accident reporting procedure and how to report a hazard? *AIMS*: https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360_aims.html *Paeds SHMS, SHMS 05 Incident/Accident Reporting and Investigation*	☐	☐	
6 Basic OSHE Training Courses			
6.1 Record the safety training required and the dates attended should be updated thereafter.			

OSHE SSTS Course Name	Required (Y/N)	Date attended
General Laboratory Safety (OSHGEN01)		
Chemical Safety (OSHCHM01)		
Biological Safety (OSHBIO01)		
Radiation Safety - Ionizing (OSHRAD01)		
Laser Safety Training (OSHRAD02)		
Fire Safety Education Course		
Others:		

6.2 List any other specific health and safety training needs identified (including the timeline for attendance) and any additional safety and health information required by /for the new user.

7 Declaration

I certify that the above health and safety induction sections have been explained.

_____	_____	_____
Name and Job Title of the Inductor	Signature	Date
_____	_____	_____
Name of New Laboratory User	Signature	Date

Checklist here is modified from OSHE's Safety & Health Induction Checklist For New Laboratory Users

For more on NUS Safety & Health policy & information, please visit
1. Staff Portal – https://staffportal.nus.edu.sg/staffportal/portal/safety-security-and-sustainability.html
2. Student Portal – https://myportal.nus.edu.sg/studentportal/alerts/all/

For general enquiries on safety and health matters, please refer to the following website
*(*http://nus.edu.sg/osh/aboutus/staff.html*)*