



**Department of Pharmacology
Safety and Health Induction Checklist for New Researcher**

<ol style="list-style-type: none"> 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. 	Photo of the new researcher
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Name of New Researcher:

Staff: SRF/ RF / RA / LT / Others	Student: Postgraduate / FYP/ UROPS / Others
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Laboratory Name:	Laboratory Location:
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1. Emergencies and Fire Arrangements –To be covered on 1st day of work	Yes	No	NA	Comments
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 Department Fire escape route				
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 Assembly Area (AA)				
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 emergency showers and eyewash?				
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)?				
2. Risk Assessments & Training	Yes	No	NA	Comments
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 your safety and health training needs been identified? Please refer to the Training and Health Checklist Details of ORMC training courses can be found in ORMC website. https://inetapps.nus.edu.sg/osh/portal/training/ssts.html				
3. Health and Safety Policy & Information	Yes	No	NA	Comments
3.1 Have you read the Department of Pharmacology Safety Policy? https://medicine.nus.edu.sg/medphc/safety-health/safety-message/				
3.2 Do you know the members of the Department Safety & Health Committee (DSHC)?				
3.3 Have you been made aware of the following services, and how to contact them if advice is needed? Campus Security Number/All emergencies : 6874 1616 Occupational health clinical services : 6516 7333 University Counseling Service : 6516 7777 (24-hrs)				
3.4 Have you been told where the nearest Health and Safety Notice Board is?				
3.5 Have you been informed of the University/ Departmental policy on work outside normal working hours?				
3.6 You must display your staff ID / badge prominently all the time while you are in the laboratories.				
3.7 Have you undergone the necessary occupational health medical assessment, like anti-Tetanus, Hepatitis B vaccination? Please refer to NUS Occupational Health Program in the ORMC Safety & Health page for more information. https://inetapps.nus.edu.sg/osh/portal/NUS-Community/oh/intro.html				
4. Accidents and Hazard reporting	Yes	No	NA	Comments
4.1 Have you been briefed on incident / accident reporting procedure?				
5. Others	Yes	No	NA	Comments
5.1 Have you been informed of the location of the toilets, washing facilities, pantry & lockers etc (as appropriate)?				
Declaration				
<i>I certify that the above health and safety induction subjects have been explained.</i>				
Name of the inductor:	Signature:		Date:	
Name of the new laboratory user:	Signature:		Date:	
Name of the Principal Investigator:	Signature:		Date:	