

# Safety and Health Induction Checklist For New Laboratory Users

## Guidelines for Laboratory Supervisors/Principal Investigators

- Initial laboratory safety induction should be completed within two weeks after the new laboratory user has joined the laboratory.
- Emergency response procedures should be communicated to the new laboratory user on his/her first day in the laboratory.
- Where the answer is “No”, reason(s) and timeline for completion should be provided under the column “Comments”.
- Upon completion of the induction, the checklist is to be signed off by the person who conducts the induction and the new laboratory user.
- The completed checklist for each laboratory user is to be kept by the laboratory.
- New laboratory users can be either NUS or external (non-NUS) staff or student, including any visiting scientists, attachment students, polytechnic students, etc.

<b>Name of New Laboratory User:</b>	<b>Job Title:</b>		
<b>Faculty/Department/Research Institute:</b>	<b>Start Date:</b>		
<b>Laboratory Name:</b>	<b>Laboratory Address:</b>		

1. Safety and Health Policy & Information	Yes	No	Comments
1.1 Has the <i>University's Safety and Health Policy</i> been shared with the new lab user?	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 Has the user been introduced to the key safety lead of the laboratory?	<input type="checkbox"/>	<input type="checkbox"/>	
1.3 Has the user been made aware of the following services and their contacts?  <ul style="list-style-type: none"> <li>Campus Security /All emergencies – 6874 1616</li> <li>OSHE main contact line – 6516 1084</li> <li>Medical assistance service - 6776 1631 / 6516 2880</li> <li>University Counselling Service - 6516 7777 (24-hrs)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4 Has the user been shared where and how to access safety and health information?	<input type="checkbox"/>	<input type="checkbox"/>	
1.5 Has the user been explained the University/Department's Policy on working outside normal working hours?	<input type="checkbox"/>	<input type="checkbox"/>	
1.6 Has the user been briefed that he/she is required to display staff/student's ID / badge prominently at all time while he/she is in the laboratories?	<input type="checkbox"/>	<input type="checkbox"/>	
1.7 Has the user undergone necessary occupational health assessment?	<input type="checkbox"/>	<input type="checkbox"/>	
1.8 Has the user completed the " <a href="#">Facility Access – Risk Acknowledgement and Consent Form</a> "?  <i>Note: This is applicable to external (i.e., non-NUS) staff and students only.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

1.9 Has the user been informed about the NUS' insurance requirements for international students if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Risk Assessments &amp; Training</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
2.1 Has the user been communicated on locations with restricted access, work activities he/she is not permitted to undertake, equipment he/she is not authorized to use, substances he/she must not handle, where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	
2.2 Has the user been briefed on the relevant risk assessment pertaining to their research activities?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 Has the user been given training on conducting risk assessments of their laboratory activities?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4 Has the safety and health training needs been identified for the user? (Please record in section 6 below).	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Personal Protective Equipment (PPE)</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
3.1 Has the user been informed of specific PPE requirements for the activities he/she will be engaged in?	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 Has the necessary PPE been issued to the user and its proper use, storage and maintenance explained?	<input type="checkbox"/>	<input type="checkbox"/>	
3.3 Has the user been reminded to report any defective or damaged PPE and to obtain replacements?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Emergencies and Fire Arrangements</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
4.1 Has the user been informed of the procedure to follow when he/she discovers a fire or hears fire alarm, locations of fire exits, fire escape routes, and assembly area of the building?	<input type="checkbox"/>	<input type="checkbox"/>	
4.2 Has the user been introduced to Fire Wardens and Fire Safety Coordinator of the building?	<input type="checkbox"/>	<input type="checkbox"/>	
4.3 Has the user been shown where fire extinguishers & fire blankets are located, and how to use them?	<input type="checkbox"/>	<input type="checkbox"/>	
4.4 Has the user been shared locations of emergency showers, eye-wash stations, and other available washing facilities including restrooms?	<input type="checkbox"/>	<input type="checkbox"/>	
4.5 Has the lab user been shown how to use emergency showers and eye-wash facilities?	<input type="checkbox"/>	<input type="checkbox"/>	
4.6 Has the user been briefed on locations of first aid boxes, first aid room (if provided) and names and contacts of first-aiders?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Reporting of Accidents/Safety Concerns</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
5.1 Has the user been briefed on incident / accident reporting requirements and procedures in NUS?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>6. Any Other Requirements</b>		
6.1 List here any safety and health training needs identified (including timeline for completion) and any additional safety and health information required by / for the user.		
<b>Declaration</b>		
<i>I certify that the above safety and health induction subjects have been explained to the new laboratory user.</i>		
Name of the inductor: (please include job title)	Signature:	Date:
Name of New Laboratory User:	Signature:	Date:

For information on Safety & Health in NUS, 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/safety-and-security/all/>

For general enquiries on safety and health matters, please refer to the following website.

<http://www.nus.edu.sg/osh/aboutus/staff.html>