This outlines the specific induction and authorization requirements for UNSW laboratories. It lists the generic risk controls established by the laboratory. In addition, training will be provided for plant, equipment and safe work practices. Note – you can use OHS006 OHS Induction Form in conjunction with this form. This Laboratory Induction and Authorisation Form must be completed and signed before access to the laboratory is granted.

<table>
<thead>
<tr>
<th>Faculty/School/Unit</th>
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<tbody>
<tr>
<td>Laboratory location, eg building number, name</td>
<td></td>
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<tr>
<td>Laboratory identification, eg room number, name</td>
<td></td>
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<tr>
<td>New laboratory user name:</td>
<td>Signature:</td>
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<tr>
<td>Laboratory manager name:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Supervisor name:</td>
<td>Signature:</td>
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<tr>
<td>Date induction completed:</td>
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</tbody>
</table>

**General requirements**

The supervisor must explain the following to all inductees: (tick when completed)

- Access requirements - normal & after hours
- Risk assessments
- Safe Working Procedures (SWP)
- Personal protective clothing and equipment selection, use and maintenance
- Safety equipment: location, use and operation
- Laboratory records: Safety Manual, checklists and inspections
- Register: Chemical, Biohazard, Schedule 8 Drugs
- Chemical storage
- Safety Data Sheets
- Waste disposal system
- Laboratory Emergency Response Plan
- Evacuation and emergency procedures
- Laboratory licensing conditions e.g. OGTR certified, QAP, Radiation, PC2
- Local H&S web resources
- Training: Green Lab, Laboratory Safety Awareness, Biosafety, Gene Technology, Hazardous Substances, Ionising radiation, Animal ethics
- Hepatitis A, Hepatitis B, Q Fever and other immunisation protocol (Forms OHS079 & OHS427)

Additional requirements *(add any other local laboratory-specific details here)*

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I .......................................................... have inducted and authorised ................................................ to access this laboratory

(Laboratory Manager) (Name)

I .......................................................... have undertaken laboratory induction. I agree to abide by all the above requirements as outlined by the Laboratory Manager.

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