

**DEPARTMENT OF CHEMISTRY
RESEARCHER HEALTH AND SAFETY INDUCTION**

Researcher Name:

This induction sheet is intended to act as a checklist for instruction in the safe practices appropriate to chemical research. The first page of the form must be completed, and a copy submitted to the Department Office, before practical work commences or undergraduate laboratory demonstrating is undertaken. It may not be necessary for all researchers to complete all parts of the second page. Your supervisor should therefore advise which areas are appropriate for your work. Departmental safety policies are in the Departmental Handbook for Health & Safety.

General Organisation	Date Completed	Signatures	
		Researcher	Supervisor
Departmental Handbook for Health & Safety issued and read			
Identity of Departmental Safety Advisor			
Identity of Radiation Supervisor (if appropriate)			
Health & Safety Induction Lecture attended			
If lecture not attended, have you watched H&S video available on the Chemistry homepage			
Procedure if you discover a fire			
How to contact Emergency Services (Dial 9 then 999)			
Contacting Security (ext 3939)			
Procedure if the fire alarm sounds			
Location of fire alarm break points			
Location and types (content) of fire extinguishers			
Fire extinguishers course attended (optional)			
Escape routes in event of fire			
Location of Assembly Point			
Location of First Aid supplies			
Identity/Location of Departmental First Aid personnel			
Location of Recovery Room			
Emergency First Aid procedure			
Reporting of Accidents			
Housekeeping & General Matters			
General Laboratory Safety			
Areas of permitted/prohibited eating/drinking/smoking			
Lab coat policy			
Eye protection policy			
Further personal protective equipment (if appropriate)			
Effective use of fume cupboards			
Procedure for notification of building defects			
Handling of Chemicals			
Storage of chemicals			
Labelling of chemicals			
Transport of chemicals			
Procedure for dealing with spills			
Disposal of chemical waste			
Disposal of contaminated sharps (including glass waste)			
Domestic waste			
Bulk/heavy waste			
Out-of-Hours Working			
Out-of-Hours procedure			
Lone working policy			
Overnight running permits			

I have read and understand the safety policy on each countersigned item above
(Researcher signature)

LABORATORY SPECIFIC ISSUES

Risk Assessment	Date Completed	Signatures	
		Researcher	Supervisor
Risk assessment lecture/training attended			
First laboratory risk assessment submitted			
Equipment Specific Issues (where appropriate)			
Use of high pressure equipment			
Use of vacuum equipment			
Use of electrical equipment			
Use of centrifuges			
X-ray equipment and film badges			
Chemical Specific Issues			
Use of cryogenics			
Use of gas cylinder			
Use of mercury			
Use of carcinogens			
Highly flammable liquids and ethers/peroxides			
Chemical incompatibilities			

I have read and understand the safety policy on each countersigned item above
(Researcher signature)