

# INDUCTION CHECKLIST

## For new Staff / PDRAs and Research Students to the Department of Chemistry

Tick the boxes to show that each item has been addressed. The form should be signed and dated at the bottom by **both** the person giving the induction and the inductee and returned to Philip Acton.

<b>General information: (Role of supervisor or mentor)</b> The new member should be shown around the department, introducing them to the appropriate <b>admin and technical staff</b> , together with <b>other academics in their research group</b> . They should be shown the <b>toilets, common room, staff offices, service facilities</b> e.g. photocopier. They should be told that eating and drinking is not permitted in laboratories and that the building (and near entrances) is entirely non-smoking. They should be informed of the <b>campus layout</b> and the location of important buildings.	
For new staff/PDRAs front office should send an e-mail to chemdept-l introducing the new staff.	
<b>First aid:</b> The location of the first aid equipment within the work area should be indicated as well as the nearest qualified first-aider. The new member should make every effort to find the location of first aid equipment in any other areas in which they work. Please check the following list: a) Positions of the First-aid boxes. b) Positions of the Eye-wash bottles. c) Positions of the Emergency showers.	a) b) c)
<b>Fire safety:</b> The new member should be shown the exit routes by being taken on a guided tour and told what to do in the event of the fire alarm sounding. Please check the following list: a) Positions of the fire alarms. b) Positions of the fire extinguishers. c) Positions of the fire blankets.	a) b) c)
<b>Out of hours working:</b> The new member must be told that if they work outside of 08.00-18.00 hours they <b>must</b> follow the signing in/risk assessment procedures.	
<b>Identification:</b> The new member should be provided with swipe card and keys appropriate to their area.	
<b>Safety accessories:</b> The new member should be issued with a lab coat and safety glasses and told they must be worn along with other specialist safety equipment when carrying out bench work. Lab coats are not allowed in the tea room or secretarial offices. They must have <b>one hand ungloved</b> for opening doors in corridors or handling communal equipment such as water taps.	
<b>Departmental UOL computer 'folder':</b> Departmental information is held on computer on the X-drive and 'Blackboard'. They should be informed how to access this. Safety Documentation is in a separate file on the X-drive and 'Bb'.	
<b>Fieldwork (if applicable):</b> Before commencing any fieldwork you must register as a fieldworker (front office). A copy of all fieldwork risk assessments should be given to the Department Safety officer.	
<b>Appraisal:</b> The process should be explained together with the option of having an independent mentor.	
<b>PDRAs:</b> Should be introduced to the PDRA representative	
<b>Inductee's name:</b> .....  <b>Signature:</b> .....  <b>Position within Dept:</b> .....  <b>Person doing induction (signed):</b> ..... <b>Date</b> .....	