

BoZo, RESEARCH SCHOOL OF BIOLOGY

INDUCTION CHECKLIST

**TO BE COMPLETED BY ALL
NEW BoZo STAFF, STUDENTS
AND VISITORS**



NAME:

SUPERVISOR:

DATE:

PROCESS	YES	N/A
INTRODUCED TO ACADEMIC HEAD		
INTRODUCED TO ADMIN AND OPERATIONAL STAFF, THEIR LOCATIONS AND FUNCTIONS		
INTRODUCED WORKSHOP STAFF, LOCATIONS AND FUNCTIONS		
BUILDING		
EVACUATION PROCEDURES EXPLAINED		
NEAR BY FIRE EXTINGUISHER AND HOSE REEL LOCATIONS SHOWN		
SAFETY ON CAMPUS, ANU SECURITY AND SUPPORT EXPLAINED		
BUILDING SECURITY ARRANGEMENTS EXPLAINED		
REPORTING OF PROBLEMS RELATING TO THE BUILDING EXPLAINED		
USE OF TEA ROOMS AND SHARED SPACE EXPLAINED		
SWIPE CARD REQUESTED		
KEYS REQUESTED		
POLICY ON CHILDREN IN THE WORKPLACE HAS BEEN DISCUSSED		
IT		
EMAIL AND ANU WEB POLICY EXPLAINED		
EMAIL AND IP ADDRESS REQUESTED		
PHONE ACCESS AND POLICY EXPLAINED		
OCCUPATIONAL OVER USE FOR IT AND OTHER REPETITIVE MANUAL PROCESSES EXPLAINED (CONTACT PERSON MADELEINE)		
SAFETY		
ANU OH&S WEB SITE SHOWN AND RELEVANT POLICIES NOTED		
BoZo HELPFUL HINTS WEB SITE SHOWN		
INCIDENT REPORTING EXPLAINED		
LAB SAFETY		
GENERAL LAB SAFETY AND HAZARD MANAGEMENT EXPLAINED		
LOCATION OF EYE WASH AND OPERATION EXPLAINED		
FIRST AID OFFICERS AND FIRST AID KIT LOCATIONS		
APPROPRIATE PPE ISSUED		
PERSONS LEVEL OF EXPERIENCE AND TRAINING ASSESSED		
PERSON BOOKED INTO ANU CHEMICAL TRAINING COURSE		
LAB EXPERIMENTAL PROTOCOLS (INCLUDING MSDS) EXPLAINED		
CHEMWATCH EXPLAINED		
CHEMICAL LABELLING AND DISPOSAL EXPLAINED		
COLD AND FREEZER ROOMS USE, LABELLING OF STORED MATERIAL AND SAFETY DISCUSSED		
USE AND STORAGE OF DRY ICE AND LIQUID NITROGEN DISCUSSED		
BIOLOGICAL SAFETY		
PERSONS LEVEL OF EXPERIENCE AND TRAINING ASSESSED		
PERSON BOOKED INTO ANU BIOLOGICAL SAFETY TRAINING COURSE		

RADIATION WORK	YES	N/A
THIS WILL BE DISCUSSED WITH RA SAFETY OFFICER (PAUL) WELL AHEAD OF ANY USE		
NEED FOR PROTOCOLS AND TRAINING HAS BEEN MADE CLEAR		
PERSON BOOKED INTO ANU WORKING WITH RADIATION COURSE OR HAVE EQUIVALENT		
EQUIPMENT		
VEHICLE POLICY, USE AND NEED FOR ANU DRIVING AUTHORITY EXPLAINED		
AUTOCLAVE USE AND PROCEDURES EXPLAINED		
CENTRIFUGE USE AND PROCEDURES EXPLAINED		
TRANSILLUMINATORS USE AND PROCEDURES EXPLAINED		
TRAINING ON SEQUENCER REQUIRED		
REPAIRS, ELECTRICAL SAFETY AND CLEANING BEFORE SENDING EQUIPMENT TO THE WORKSHOP EXPLAINED		
GLASSHOUSES AND GROWTH CHAMBERS		
INTRODUCTION TO MANAGER AND STAFF OF FACILITIES DONE		
PROCEDURES AND OPERATIONS EXPLAINED		
ANIMAL HOUSES AND SPECIALIST HOLDING AREAS		
INTRODUCTION TO MANAGER AND STAFF OF FACILITIES DONE		
USE AND PROCEDURES EXPLAINED		
LICENSING, PROTOCOLS AND ANIMAL ETHICS APPROVAL EXPLAINED		
FIELD WORK		
ANU POLICY SHOWN AND EXPLAINED		
PERSONAL EXPERIENCE AND TRAINING ASSESSED		
BOOKED INTO FIELDWORK SAFETY TRAINING COURSE (2 PER YEAR)		
FIRST AID TRAINING CURRENT OR BOOKED INTO COURSE		
4WD EXPERIENCE AND TRAINING ASSESSED		
BOOKED INTO DRIVER TRAINING COURSE		
EXPENDITURE		
ANU POLICY ON PURCHASING AND LOCAL PROCEDURES EXPLAINED		
WORKSHOP		
ACCESS AND PROCEDURES TO WORKSHOP SUPPORT EXPLAINED		

I HAVE READ AND UNDERSTOOD RELEVANT POLICIES

NAME:

SUPERVISOR:

LOCAL MANAGER – GARRY MAYO:

COMMONLY USED WEB SITES

- <http://info.anu.edu.au/hr/OHS>
- http://www.anu.edu.au/BoZo/policy_docs/policy_docs.php
- <http://information.anu.edu.au/daisy/infoservices/7.html>