Procedure for Safety Instruction to Students

The purpose of this document is to assist staff in the induction of students into the laboratory setting, so that they may learn in a safe environment. It is the policy of the School of Science that all students are provided with a copy of the relevant laboratory policies and that they receive full instruction and demonstration of policies, procedures and facilities where necessary, followed by a signed declaration. Each student enrolled in any laboratory sessions must complete the acknowledgement form.

At the beginning of the first laboratory session attended by students, the following procedure should be performed.

UNIT CODE: _______________ UNIT: __________________________________________
DATE: _______________ DAY: __________ TIME: ____________________
DEMONSTRATOR: _______________________________________________________

1. Fill out the top of the Student Acknowledgement form (tick box):
   Unit Code and Title, Location (Campus & Room Number), Day and Time. Numbers of relevant handouts in right-hand columns.

2. Distribute appropriate handouts to students (tick box):
   - Policy on Safety in Laboratories
   - Student Responsibilities (also refer to University OS&H Policy)
   - Personal Protective Equipment in the Laboratory
   - Working with Human Body Fluids
   - Radioactive Materials in Teaching Laboratories
   - Hand Washing in Microbiology Laboratories
   - Handling and Use of Sharps
   - Cryogenic Fluids
   - Handling and Use of Gas Cylinders
   - Use of Fume Cupboards/Recirculating Cabinets
   - Other: ________________________________________________________________
   - Other: __________________________________________________________________

3. Where appropriate, explain the contents of the above handouts

4. Explain and demonstrate facilities and procedures (tick box):
   - Location and operation of emergency cut-off switches (gas, water electricity)
   - Location and operation of fire extinguishers and blankets
   - Safety noticeboard
   - Emergency evacuation procedures - alarms, egress, assembly points, etc
   - Hand washing facilities and techniques
   - Emergency eye and body wash facilities (and operation)
   - Lens cleaning station
5. Have students complete the acknowledgement form (tick box):

Clearly print Full Name and Student Number. Sign and date the form.

6. Acknowledgement (to be completed by staff giving instructions):

Name: ________________________________ Position: ___________________________

Sign: ________________________________ Date: ________________________________

7. Unit Co-ordinator Acknowledgement:

Sign: ________________________________ Date: ________________________________

8. Where a student does not receive the appropriate safety induction (for example, due to illness or late enrolment), then it is up to the demonstrator to organise an additional induction sessions the first week that the student attends the laboratory session.

9. It is up to the Unit Co-ordinator to monitor acknowledgements against student enrolment lists to ensure that all students have received instruction and have made appropriate declaration.

10. Return completed Acknowledgement Forms to School Officer.