

Help on completing the Basic H&S Training Checklist

On-line Induction Training

All new starts must go through the on-line H&S Induction training presentation and complete the associated quiz, apart from short term visitors, i.e. visitors who are here for 4 weeks or less. Stress that this is mandatory by order of the Head of College and inform new start that the link for the presentation and quiz will be emailed to them shortly.

Emergency Numbers

Give new start an Emergency Numbers card, displaying the key numbers listed below, and advise them to keep it with them at all times (alongside their ID/proximity card would be an ideal place):

4141 - University Emergency Number.

(9)999 - national Emergency Services Number; 9999 if using an internal phone, otherwise, 999.

85828 - Main Reception, during normal working hours only.

88188 - University Security, outwith normal working hours.

Give any other relevant numbers (these could be printed/written on the back of the Emergency Numbers card) and indicate where full lists of emergency numbers can be found (e.g. lab notice boards, Reception).

Fire Exits & Assembly Points

Indicate exits closest to normal workplace. Draw attention to Fire Exit signs. Indicate relevant assembly points. See H&S web site for maps and photographs.

Fire Breakglass, Blankets & Extinguishers

Indicate those closest to normal workplace. Indicate green break-glasses for emergency door release. Also point out the emergency stops for the lab gas supply, if present.

First Aid

Indicate kit closest to normal workplace. Show location of nearest First Aider lists.

Reporting Accidents, Incidents & Near Misses

Explain who to report to in the first instance. Stress the requirement to report all accidents and incidents, including near misses. Give assurance that there will be no persecution of individuals involved in an incident/accident.

Access to Safety Services & Occupational Health

Show Safety Services' website and how to access the Safety Policies full listing. Show the Occupational Health Service web site. Show the new start how to access Safety Services' training material on My Dundee:

-go to <https://my.dundee.ac.uk/>

-log in with your Novell username and password

-point out the DSE and manual handling items that appear under My Groups and My Communities.

Access to CLS H&S web site & Risk Assessment (RA) Databases

Demonstrate how to access the web site from the College home page via the Resources link. Draw attention to Latest News and Special Features. Demonstrate how to access the Risk Assessment Database System.

Location of Safety Notice Boards

Indicate location nearest H&S Notice Board.

University No Smoking Policy

Stress the key points, i.e. smoking is prohibited within University buildings and outside building entrances, windows and air intakes.

Lone & Out of Hours Working

Show the CLS Lone & Out of Hours Working policy on the CLS H&S web site. If the new recruit is likely to undertake lone and/or out of hours working stress that they must read the Information Sheet and complete the on-line Questionnaire.

Work Related Stress

Check that the new start has received a copy of the generic stress risk assessment relevant to them. This should have been issued by Human Resources at general induction. If they do not already have a copy, one can be downloaded from the CLS H&S web site. If they wish to discuss the generic stress risk assessment, advise them to see their Line Manager or, if this is not appropriate, Human Resources.

Children on CLS Premises

Make sure the new start understands where within our buildings children are/are not permitted by talking them through the relevant section of our Procedures to Ensure the Safety of Visitors on the CLS H&S web site.

Passing Through Lab Areas

Draw attention to our current policy: Our open plan laboratories often require staff who are not actively engaged in lab work to walk through a laboratory area. Staff merely 'passing through' are not required to wear a lab coat providing they have an appropriate awareness of the potential hazards and risks associated with a busy laboratory or are under the supervision of a member of personnel who has the requisite knowledge.

Workplace Ergonomics

If the new start will be using a computer for work purposes they must complete an online DSE assessment as soon as possible. Other workstations may also need to be assessed, e.g. microscopy work stations

General Waste Disposal Routes

Point out that details on waste disposal routes can be found in the Waste Disposal section of the H&S web site. (Note: special disposal routes for the CAHId labs and the Biological Resource Units are not included.) Indicate bins that new start will use first and foremost.

Personal Protective Equipment

If the new start will be required to routinely wear PPE - e.g. lab coat, gloves, safety glasses, apron, overalls, safety shoes – make sure they are fully aware of this requirement. If new start does not already have the required PPE, order/issue it ASAP.

Gloves & Adverse Reactions

If the new start will require to wear disposable gloves during the course of their work instruct them to read the policy and guidance on CLS H&S web site, paying particular attention to chemical resistance and adverse reactions. Emphasise the importance of

NOT assuming that standard nitrile gloves give adequate protection against all hazardous substances.

Safety Shower and Eye-wash Stations

Show the new start the location of the nearest shower(s). Explain how to turn on/off. The regular showers or eye-wash showers can be used instead. Show the new start the location of the nearest eye-wash station(s) and demonstrate how to turn the shower on and off. Explain that an eye-wash shower can be used on other parts of the body, as an alternative to using a safety shower, providing it can supply enough water to adequately flush the affected area.

Laboratory Chairs

Make the new start aware that they have a choice between having castors or glides fitted to their lab chair. Instruct them to read the relevant information on the CLS H&S web site before making a decision.

Access to the NMR Corridor

If the new start is likely to require access to the JBC NMR Corridor, issue a copy of the NMR Safety Questionnaire (available on the CLS H&S web site) and ask them to send the completed form to the H&S Information Officer.

Will you be working with Radioisotopes?

If the new start is going to be working with radioisotopes, discuss additional training requirements and make sure they understand that they must register, i.e. complete and submit a Radper, before they start work.

Will you be working in the TC Suites?

If the new start is going to be working in Tissue Culture highlight the Containment Level SOPs and instruct the new start to go through the online training presentation and complete the associated quiz.

Will you be using Centrifuges?

If the new start is going to be working with high speed and/or ultra centrifuges, discuss additional training requirements and indicate the location of the rotor manuals etc.

Will you be using Liquid Nitrogen?

If the new start is going to be working with liquid nitrogen, discuss additional training requirements and show them the location of the special PPE. Instruct the new start to go through the on-line safety training presentation and complete the associated quiz.

Will you be using Compressed Gas Cylinders?

If the new start is going to be working with compressed gas cylinders, discuss additional training requirements. Instruct the new start to go through the on-line safety training presentation and complete the associated quiz.