

All Staff and Students (from Honours Thesis and above) who plan to work in the School Laboratories need to follow this Laboratory Induction Procedure before accessing the labs. Students attending Undergrad lab classes do not need to complete this induction as they will be supervised at all times by someone who has completed the induction. This induction process does not apply to anyone working in Computer Labs.

1a. **Staff** - Complete 'Laboratory Safety Awareness Training' (face to face training), and complete on-line Green Lab Environmental Compliance Training. Register through myUNSW.

- Enter Learning and Development Tab
- Enter Request Training Enrolment
- Enter Search by Course Number
- Enter HSE and click search (this will bring up all Health, Safety & Environment Courses)

Full instructions are available on the HS Unit website. <http://safety.unsw.edu.au/training>

Please note that if you register for a date where there is already a waitlist, please also book a date where there are vacancies, as your booking will not automatically transfer if you do not get a waitlisted place.

or

1b. **Students** – Complete 'on-line Laboratory Safety Awareness' Training and on-line Green Lab Environmental Compliance Training. To register please follow instructions on UNSW Health & Safety Site <http://safety.unsw.edu.au/Training/student-training>

2. Complete a local induction (RIPA Folder) initially with the Workplace Safety Officer, Emilio Saliba emilio.saliba@unsw.edu.au. Please bring with you a printed copy of your Training Record to show completed LSA and Green Lab Training, or a tablet or phone on which you can display your training completion details. Anyone working in WRL laboratories can organise their local induction with WRL Reception.

3. A project specific Risk Management Form is to be completed with your Project Supervisor, and approved by them.

4. Finally, arrange for meeting with the appropriate Laboratory Manager for a Local "walkthrough" Induction.

Please note that there may be additional training courses to complete for access to specific High-Risk laboratories