



LAB BLOCK – Vallentine Annexe

Local Induction Checklist

Never Stand Still

Faculty of Engineering

School of Civil and Environmental Engineering

1. Staff/Student

Name: _____ Date: _____

2. Information Checklist

Item	Completed
Inform staff/student of Emergency Number and phone locations – note: 9385 6666 or ext. 56666	<input type="checkbox"/>
Introduce key staff	<input type="checkbox"/>
Outline First Aid information	<input type="checkbox"/>
Indicate location of emergency exits	<input type="checkbox"/>
Identify Building Wardens and communicate Emergency Procedures, including emergency meeting point	<input type="checkbox"/>
Indicate location of toilets/wash up area/tea room	<input type="checkbox"/>
Discuss building access times	<input type="checkbox"/>
Indicate location of HS noticeboard and Emergency Procedures poster	<input type="checkbox"/>
Indicate location of HS documentation filing cabinet	<input type="checkbox"/>
Indicate location of Safety Shower	<input type="checkbox"/>
Indicate equipment requiring staff operation	<input type="checkbox"/>
Indicate waste disposal facilities	<input type="checkbox"/>
Other:	<input type="checkbox"/>

3. Staff/Student

Staff/Student Signature: _____

Inductor Signature: _____