

H415 LABORATORY INDUCTION CHECKLIST

Name of Researcher:.....

Date of Placement: From:..... To:.....

Programme:

	Date	Initials
Safety policy received, read & understood		
Laboratory S.O.P's received, read & understood		
Laboratory rules received, read & understood		
Location of COSHH forms/regulations		
Location of spill kit and procedures		
Equipment regulations/procedures		
Fire escapes and fire drill procedure		
First aid arrangements		
Dress code & Protective clothing		
Work space		
Accident reporting & location of accident book		
Waste handling/disposal		

Lab Induction :-

Signed(by Researcher):..... Date:.....

Signed(by Manager):..... Date:.....

Project Completion Sign off:-

Signed(by Researcher):..... Date:.....

Signed(by Manager):..... Date:.....

Note: The original should be kept in H415 for future reference and copy supplied to the researcher upon project completion.