



**OCCUPATIONAL HEALTH AND SAFETY INDUCTION
CHECKLIST FOR ACADEMIC SUPERVISORS OF NEW
RESEARCH STUDENTS**

OHS008

NOTE: In this checklist the term "Research Student" includes: Honours undergraduate student, Postgraduate student, Summer Scholarship holder, Visiting Fellow and Practicum Researcher.

PART 1: GENERAL REQUIREMENTS

<i>Faculty:</i>		
<i>School/Centre/Institute:</i>		<i>Supervisor Name:</i>
<i>Research Student Name:</i>		<i>Student Number:</i>
RELEVANT? (y/n)	ITEM	COMPLETED Please circle
<input type="checkbox"/>	Discuss potential OHS and environment hazards/risks associated with the proposed research and the risk control measures to be adopted	Yes No
<input type="checkbox"/>	Highlight responsibilities of students and visitors under UNSW OHS policy and provide access to copies of all relevant OHS Policies and Procedures	Yes No
<input type="checkbox"/>	Advise on the location of fire exists, fire extinguishers, evacuation assembly point and emergency procedures	Yes No
<input type="checkbox"/>	Explain the purpose and importance of hazard reporting	Yes No
<input type="checkbox"/>	Highlight the importance of reporting all work related incidents and accidents to the academic supervisor, especially if involving greater than 7 days lost time	Yes No
<input type="checkbox"/>	Provide information on the local First Aid Officer's contact details and information on the University Health Services	Yes No
<input type="checkbox"/>	Ensure Research Student attends OHS training specific to the hazards of their proposed research before commencing potentially hazardous duties	Yes No
<input type="checkbox"/>	Ensure that the Research Student has available, and has been instructed in use of, personal protective clothing and equipment to protect them from potential harm	Yes No
<input type="checkbox"/>	Inform Research Student of health monitoring relevant to their type of research hazards, and how to access health monitoring	Yes No
<input type="checkbox"/>	Outline the rights and obligations of the Research Student under OHS, Environmental, Radiation and Gene Technology legislation (as applicable)	Yes No
<input type="checkbox"/>	Advise Research Student of the role of their Workplace OHS Committee or OHS Representative in improving OHS and how to raise OHS issues	Yes No
<input type="checkbox"/>	Inform Research Student of the availability of the Student Counselling Service and how to access free confidential counselling	Yes No
<i>Research Student Signature:</i>		<i>Academic Supervisor's Signature:</i>
<i>Location:</i>		<i>Date:</i>



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PART 2: LABORATORY SAFETY CHECKLIST

RELEVANT? (Y/N)	ITEM	COMPLETED Please circle	
<input type="checkbox"/>	<i>WORKING WITH HAZARDOUS SUBSTANCES</i> http://www.riskman.unsw.edu.au/ohs/hsub.shtml	Yes	No
<input type="checkbox"/>	Show Research Student where Chemical Register and Material Safety Data Sheets (MSDS) are located and inform them about Chem-Alert data base	Yes	No
<input type="checkbox"/>	Explain how to do a risk assessment when working with hazardous substances or dangerous goods	Yes	No
<input type="checkbox"/>	Inform Research Student of the UNSW Hazardous Substances Policy and Program	Yes	No
<input type="checkbox"/>	Inform Research Student of WorkCover and UNSW requirements for working with scheduled carcinogens [Refer to UNSW Carcinogen Guidelines]	Yes	No
<input type="checkbox"/>	Outline UNSW procedures for chemical waste disposal [http://www.riskman.unsw.edu.au/ohs/waste.shtml]	Yes	No
<input type="checkbox"/>	<i>WORKING WITH BIOLOGICAL HAZARDS</i> http://www.riskman.unsw.edu.au/ohs/biosafety.shtml	Yes	No
<input type="checkbox"/>	Explain how to do a risk assessment for work with micro-organisms, human pathogens and other potentially infectious material	Yes	No
<input type="checkbox"/>	Instruct the Research Student in risk group of micro-organisms and physical containment procedures required for working in the laboratory	Yes	No
<input type="checkbox"/>	Demonstrate the correct procedure for operating the biosafety cabinet	Yes	No
<input type="checkbox"/>	Inform the Research Student of the correct method for handling and disposing of biological waste and additional precautions for infectious waste	Yes	No
<input type="checkbox"/>	Demonstrate the correct procedure for operating an Autoclave	Yes	No
<input type="checkbox"/>	Instruct Research Student in the correct procedure for handling blood/clinical samples	Yes	No
<input type="checkbox"/>	Instruct Research Student in infection control practices for cleaning instruments/ rooms	Yes	No
<input type="checkbox"/>	<i>WORKING WITH RADIATION HAZARDS</i> http://www.riskman.unsw.edu.au/ohs/radiationsafety.shtml	Yes	No
<input type="checkbox"/>	Explain the hazards and protection risk controls for ionising radiation	Yes	No
<input type="checkbox"/>	Outline methods for detection, measurement and decontamination when working with ionising radiation	Yes	No
<input type="checkbox"/>	Show Research Student safe work procedures for use with sealed sources, unsealed sources and irradiating apparatus, as applicable	Yes	No
<input type="checkbox"/>	Inform Research Student on requirements for safe transport, storage and disposal of radioactive substances	Yes	No
<input type="checkbox"/>	Outline regulatory requirements with ionising radiation including: licensing, training, personal monitoring, incident reporting and UNSW Policies	Yes	No
<input type="checkbox"/>	Inform Research Student of UNSW policies on Non-Ionising Radiation	Yes	No
<input type="checkbox"/>	Inform Research Student of eye examination requirements prior to working with lasers	Yes	No
<input type="checkbox"/>	<i>WORKING WITH GENETICALLY MODIFIED ORGANISMS (GMOs)</i> http://www.riskman.unsw.edu.au/ohs/genetech.shtml	Yes	No
<input type="checkbox"/>	Outline regulatory requirements for working with GMOs including: project approval; containment, storage, transport and disposal of GMOs; facility certification	Yes	No
<input type="checkbox"/>	Describe procedure for management and reporting of GMO accident or incident	Yes	No
<input type="checkbox"/>	Explain specific conditions for licensed GMO dealing (if applicable)	Yes	No
<i>Research Student Signature:</i>		<i>Academic Supervisor's Signature:</i>	
<i>Location:</i>		<i>Date:</i>	