



**Australian National Fabrication Facility
ACT Node**



Erich Weigold Building (Bldg 58b), Mills Road
Canberra ACT 0200 Australia

OH&S USER INDUCTION DOCUMENT

1. Surname _____ First Name _____ Uni No _____
 Home Department/School/Faculty _____ Status _____
 Supervisor _____
 Interested to be trained on: _____
 Phone Number _____ Email _____

General

Done

2. I have been shown the ANFF facility and have had the general safety procedures explained:	<input type="checkbox"/>
Entry procedures explained including after-hours access	<input type="checkbox"/>
Card access arranged after becoming an authorised user of at least one tool	<input type="checkbox"/>
Location of First aid in RSPE	<input type="checkbox"/>
Emergency Exits / Evacuation Procedures / Assembly Point	<input type="checkbox"/>
Fire extinguishers (EBL Lab)	<input type="checkbox"/>
Eyewash station in W-2.06 (EBL Lab)	<input type="checkbox"/>
Location of toilets	<input type="checkbox"/>
I understand the conditions of using computer and internet (no illegal downloading)	<input type="checkbox"/>
This general induction does not give me the right to access equipment unless adequate training on each specific tool has been undertaken and accomplished	<input type="checkbox"/>
I am aware that ANFF Labs may be CCTV monitored for safety reasons	<input type="checkbox"/>
I am aware that work after hours has to be accomplished in the presence of a buddy and it is my responsibility to comply with this rule	<input type="checkbox"/>

Hazardous Gases and Gas Sensors

Done

3. I have been explained the presence of process gases and role of all gas sensors in all three labs (W-2.04, W-2.05 and W-2.06) and also the procedure if an alarm sounds	<input type="checkbox"/>
Risk Assessment Procedures explained. (Every user should review their risk assessments annually)	<input type="checkbox"/>
Presence of hazardous gases in W-2.04 (PA-ALD) and W-2.05 (PECVD & ICP-RIE)	<input type="checkbox"/>
Role of all gas sensors in open lab space	<input type="checkbox"/>
Role of all gas sensors in exhausted ducting of equipment	<input type="checkbox"/>



Role of all three oxygen detectors in W-2.04, W-2.05 and W-2.06	<input type="checkbox"/>
I have been shown the location of MSDS documents	<input type="checkbox"/>
Emergency Evacuation Routes if a gas alarm sounds	<input type="checkbox"/>

Access Procedure

Done

4. I have been explained the access procedure: dress code, acceptable behaviour, respect of other users, etc.	<input type="checkbox"/>
I shall follow the appropriate dress code and footwear for each of the ANFF Labs	<input type="checkbox"/>
Only ANFF can authorise independent usage of ANFF equipment	<input type="checkbox"/>
Booking access to instruments will only be provided AFTER accomplishing this induction. Independent access to ANFF equipment can only occur after I have been authorised by an ANFF staff member.	<input type="checkbox"/>
I understand that it is my responsibility to read the RSPE General Induction Procedures, these can be found at the following site: https://physics.anu.edu.au/intranet/	<input type="checkbox"/>
Breaching any of the above mentioned rules may lead to access suspension	<input type="checkbox"/>

I have been shown, and read the ANFF Labs and OH&S Induction documents including the ANFF Emergency Procedure. I have been informed of my responsibilities and understand my obligations in regards to OH&S, training and proper ANFF acknowledgements in future publications making use of ANFF equipment.

User Signature: _____ Date _____

User Supervisor Signature: _____ Date _____

Node Manager Signature: _____ Date _____