



ACT Node

Research School of Physics
60 Mills Road
Canberra ACT 2601 Australia

OH&S USER INDUCTION DOCUMENT

TEIR 3 Induction

1. User Details

Surname _____ First Name _____ Uni ID _____

Department/School/Faculty _____ Status _____

Supervisor _____

Interested to be trained on: _____

Phone Number _____ Email _____

GLC for usage costs _____ ARC grant number _____
(ANU users only - speak to your supervisor for this) (If applicable)

Access Request for ANFF Labs -

- W2.04 W2.05 W2.06 J4.25 J4.26 H4.28-30

2. General

I have been shown the ANFF & 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 RSPphysics	<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 & internet (no illegal downloading)	<input type="checkbox"/>
This general induction <u>does not</u> give me the right to access equipment unless adequate training on each specific tool has been undertaken & 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 & it is my responsibility to comply with this rule	<input type="checkbox"/>



3. Hazards

I have been explained how gas monitoring system works, toxic process gases present in the lab, exhaust and pump shed and role of gas detectors	<input type="checkbox"/>
Risk Assessment Procedures explained. (Every user should review their risk assessments annually)	<input type="checkbox"/>
Presence of hazardous chemicals in W-2.06 and safe work procedures	<input type="checkbox"/>
Presence of magnetic fields in W-2.04 and safe work procedures	<input type="checkbox"/>
Ionisation radiation (x-rays) present in W-2.04, interlocks and safety	<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"/>

4. Access Procedure

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 & 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/trained by an ANFF staff member.	<input type="checkbox"/>
I understand that it is my responsibility to read the RSPHysics 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 & WHS Induction documents including the ANFF Emergency Procedure. I have been informed of my responsibilities & understand my obligations in regards to WHS, training & proper ANFF acknowledgements in future publications making use of ANFF equipment.

Any use of ANFF equipment must be acknowledged in your publications.

User Signature: _____ Date _____

Node Manager Signature: _____ Date _____