



## ACT Node

Erich Weigold Building (Bldg 58b), Mills Road  
Canberra ACT 2601 Australia



# OH&S USER INDUCTION DOCUMENT

TIER 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 RSPysics	<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. Hazardous Gases and Gas Sensors

I have been explained the presence of process gases & role of all gas sensors in all three labs (W-2.04, W-2.05 and W-2.06) & also the procedure if an alarm sounds	<input type="checkbox"/>
Risk Assessment Procedures explained. (Every user should review their risk assessments <b>annually</b> )	<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"/>

### 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 <b>AFTER</b> 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 <b>RSPHysics</b> General Induction Procedures, these can be found at the following site: <a href="https://physics.anu.edu.au/intranet/">https://physics.anu.edu.au/intranet/</a>	<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 \_\_\_\_\_