

**Safety Induction Form**

Completion of the safety induction form on page 2 is **mandatory** for everyone working in the laboratory areas. This includes post-graduate and under-graduate students, technicians, research assistants, research associates and visiting researchers.

It is designed to ensure you are properly informed about safety within the SGDB and ensure you are correctly registered in accordance with the regulations relating to the hazards you may be exposed to.

Safety is of highest importance and everyone regardless of being experienced or a newcomer to research laboratories must get to know the local safety procedures. You are responsible for ensuring your work complies with statutory and other requirements. Failure to work safely and within safety codes and guidelines can result in suspension or dismissal. Serious malpractice can lead to criminal prosecution.

**Safe Working – Getting Started**

It is your responsibility to make sure you receive a safety induction before you start work in any laboratory. You

must not start work until you have received formal safety instruction which should be given by your line manager, regardless of when in the academic year you start.

**SAFETY:** Everyone must read and follow the guidance given in the [SGDB safety document.](http://www.gla.ac.uk/researchinstitutes/iii/informationforstaffstudents/safetyhandbook/policy/#d.en.325456)

<https://www.gla.ac.uk/schools/infectionimmunity/informationforstaff/safetyhandbook/>   
 **SEPS:** All new staff MUST complete the Safety and Environmental Protection Services (SEPS) e-induction and fire safety training within six months of starting. These can be found on the SEPS website.

<https://www.gla.ac.uk/myglasgow/seps/training/>

**RADIATION**: Before working with radioactivity, you must register and complete the training run by the Radiation Protection Service and received a dosimeter for the building from Harry de-Koning ([harry.de-koning@glasgow.ac.uk](mailto:harry.de-koning@glasgow.ac.uk), Ext 3753).

**COSHH**: Before starting bench-work you must read and sign all relevant Control of Substances Hazardous to Health (COSHH) assessments. These should be kept in your laboratory. Ask your line manager for COSHH forms.

**HAZARDOUS MATERIALS** Appropriate training in procedures using hazardous materials or methods must be provided by a suitably experienced member of staff and signed off by your supervisor prior to performing procedures on your own.

**DNA WORK:** Before starting any recombinant DNA work or attempting to grow any pathogenic organism, you MUST establish from your supervisor whether the proposed work has been approved by the SGDB Biological Safety Representative. Your line manager should provide you with a copy of the project description for any restricted project and your name should appear on it. If you have any doubts on safety, ask the SGDB Safety staff who are there to help. Their names and contact details are listed in the [Safety Document](http://www.gla.ac.uk/researchinstitutes/iii/informationforstaffstudents/safetyhandbook/policy/#d.en.325456).

Please note: You may be required to complete **other safety induction materials** before starting work eg specific training for containment level 3 work.

# Finally: Before starting work in the laboratory, you must complete the form on page 2 with your line manager and return the completed form to [sii-hsc@glasgow.ac.uk](mailto:sii-hsc@glasgow.ac.uk).

**Safety Induction Form. To be completed by Line Manager and emailed to** [sii-hsc@glasgow.ac.uk](mailto:sii-hsc@glasgow.ac.uk).

Line Manager – please provide your new starter with access to the Safety Codes and COSHH assessments and draw their attention specially to the following points (where applicable).

|  |  |
| --- | --- |
| **Topic** | **Initial** |
| Personal responsibility for safe working practices |  |
| Read the Institute website safety page  https://[www.gla.ac.uk/researchinstitutes/iii/informationforstaffstudents/downloadaform/](http://www.gla.ac.uk/researchinstitutes/iii/informationforstaffstudents/downloadaform/) |  |
| Read Safety & Environmental Protection Services (SEPS) e-information  https://www.gla.ac.uk/myglasgow/seps/ |  |
| Other sources of safety advice and information, eg HSE |  |
| Emergency procedures |  |
| Fire hazards – complete online training https://[www.gla.ac.uk/myglasgow/seps/az/firesafety/](http://www.gla.ac.uk/myglasgow/seps/az/firesafety/) |  |
| Evacuation procedure |  |
| Personal Protective Equipment (PPE) |  |
| Storage of flammables |  |
| Good Microbiological Practice |  |
| Prior clearance for recombinant DNA work |  |
| Handling of pathogens and potentially infective tissues |  |
| COSHH. Biological & chemical risk assessments |  |
| Disposal procedures for hazardous waste |  |
| First aiders |  |
| Electric shock hazards in the laboratory |  |
| Building Security |  |
| Reporting of accidents / dangerous occurrences |  |
| Expectant and New Mothers |  |
| Health surveillance for allergens |  |
| Read the Institute’s Safety Policy  https://www.gla.ac.uk/schools/infectionimmunity/informationforstaff/safetyhandbook/ |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **I certify that I have drawn the attention of the new starter named below to the Sii safety code and to all the above points** | | | |
| Name of New Start: |  | | |
| New Starter Signature: |  | | |
| Line Manager: |  | | |
| Line Manager Signature |  | Date: |  |

**Please return completed form to** [sii-hsc@glasgow.ac.uk](mailto:sii-hsc@glasgow.ac.uk).