SCHOOL *of* BIOMEDICAL SCIENCES

FOR OFFICE USE ONLY

Web	❑
Home	❑
Email	❑
P'hole	❑
PS / V	❑

CONTACT DETAILS AND INDUCTION CHECKLIST

Complete and return this form within the first week of arrival to the School Admin Office

CONTACT DETAILS

Name ..... **Title** (Mr, Mrs, Dr, etc) ..... **Date** .....

Position (Academic, Research, Technical, PhD, Project Student, Visiting Worker, etc) .....

Centre (CIP, CNR, etc) .....

Supervisor (if any) .....

Working with (eg, group leader) .....

Date of arrival ..... **Date of Departure** (if known) .....

Funded by .....

University of Edinburgh email address .....

Your room No(s): Office ..... **Lab** .....

Tel no(s) (work) ..... **Tel no** (home) .....

Work location .....

Home address .....

.....

continued on next page...

Name ..... Position ..... Centre ..... Date .....

INDUCTION CHECKLIST

(Visitors and Project Students need only refer to highlighted items)

	YES	N/A
INTRODUCTION TO		
Administrative Staff		
Supervisor		
Laboratory Manager and Workers		
Head of Centre		
Head of School		
School Technical Manager		
Safety Officer (General)		
Safety Officer (GMO)		
Safety Officer (Radiation)		
WORKPLACE TOUR		
Administration Area		
Autoclave Room		
Centrifuge Rooms		
Cold Rooms		
Photocopier		
Post Room		
Staff Room		
Toilets		
Work Area		
GENERAL SAFETY		
Accident & Incident Reporting		
Awareness of Health and Safety Noticeboards and Websites for Updates		
Disinfection and Disposal Procedures for Contaminated Material		
Emergency Number – 2222		
Fire Action Notices		
Fire Alarm Weekly Test		
Fire Escape Routes & Assembly Point		
Fire Extinguishers – Location & Use		
First Aid Notices		
Occupational Health Unit		
Risk Assessment and COSHH Forms		
Safety Manual		
Waste Disposal		
When & Where to Wear Protective Clothing: Lab Coats, Gloves, Eye Protection		

continued on next page...

Name ..... Position ..... Centre ..... Date .....

INDUCTION CHECKLIST *(continued)*

(Visitors and Project Students need only refer to highlighted items)

	YES	N/A
SECURITY		
Personal – Departmental – Central		
Working Late: Sign-in and Sign-out Logbooks		
UNIVERSITY POLICY		
Courtesy in Shared Areas		
Eating & Drinking		
Health & Safety		
Smoking		
Training Courses		
GENERAL		
Admin Procedures (http://www.sbms.mvm.ed.ac.uk/services/admininstr.htm)		
Annual Leave		
Code of Research Practice (http://www.sbms.mvm.ed.ac.uk/services/admininstr.htm)		
Email Account (see Mark Hay or Darren Downing)		
Fault Reporting		
Info for New Research Staff (http://www.sbms.mvm.ed.ac.uk/research/index.htm#info)		
Keys		
Local Rules		
Mail and Fax Arrangements		
Parking of Cars and Bicycles		
Photocopy Account (see Morag Laidlaw or Lynne Currie)		
Pigeonholes		
Room Bookings		
Sickness Reporting (http://www.sbms.mvm.ed.ac.uk/services/admin/sickness.htm)		

When induction is completed, please sign below:

Signed ..... **Date** .....
(person being inducted)

Signed ..... **Date** .....
(person carrying out induction)

Further information can be obtained from the SBMS website http://www.sbms.mvm.ed.ac.uk/ following the links to General (staff only) and Other links, etc