

UCL Local Safety Induction Checklist



The UCL Local Safety Induction (LSI) Checklist contains the minimum topics that cover local safety induction for all **new** staff, graduate research students, including contractors and visitors, undertaking work activities at UCL. The LSI checklist can be used in conjunction with existing departmental guidance and/or handbook. Where departments have their own forms in place these need not be changed provided they cover all the points as specified in the LSI Checklist.

The Inductee, on the **FIRST DAY**¹ of starting at UCL, must be given safety information including instructions on fire safety, emergency evacuation procedure for the building in which they are based, first aid and reporting on accidents and hazards. To complete the UCL safety induction process the Inductee will need to complete both their Local Safety Induction and the online UCL Safety Induction available in Moodle, UCL's online learning space, within three months of their probation.

Please indicate by a 'Y' when a topic/item is completed and, 'N' if it is not, and give the reason and further action to take, with a target date for completion.

Name of Inductee:	<input type="text"/>	Status: <i>Please circle</i>	<input type="text" value="Staff/ Graduate Student/ Visitor/ Contractor/ other (specify)"/>
Department:	<input type="text"/>	UCL Employee No.²:	<input type="text"/>
Location Building/ address	<input type="text"/>	UPI³ No. (for non-staff):	<input type="text"/>
Induction conducted by:	<input type="text"/>	Start Date:	<input type="text"/>
		Name of Line Manager/ Supervisor:	<input type="text"/>

Induction Topics:	Y / N	Comment and further action
1. FIRE SAFETY (Mandatory) <ul style="list-style-type: none"> Local fire safety induction completed Form TN086 is attached to this Checklist form 	<input type="text"/> <input type="text"/>	<input type="text" value="Conducted by:"/> <input type="text"/>
2. EMERGENCY & SECURITY <ul style="list-style-type: none"> Telephone number (work place specific) Day-to-day access procedure Out-of-hours arrangement (if applicable) 	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
3. FIRST AID <ul style="list-style-type: none"> Name and location of first aiders Location of nearest first aid box Specific instructions (if applicable) 	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
4. ACCIDENT/ INCIDENT REPORTING <ul style="list-style-type: none"> Local procedure and how to report an incident online via SafetyNET Communication (<i>e.g. in shared workplaces</i>) 	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
5. RISK ASSESSMENT <ul style="list-style-type: none"> Arrangement for assessments Significant hazards, risks and the controls Online Display Screen Equipment (DSE) User Self-Assessment Manual handling & lifting operations 	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text" value="Check with your Department's DSE Assessor"/> <input type="text"/>

¹ Human Resources' web page at http://www.ucl.ac.uk/hr/docs/new_induction_probation.php#appendix1

² The Employee number is given on the 'Welcome to UCL letter' and, on the staff's payslip.

³ UPI - Unique Personal Identifier is printed on the UCL Identity card or, check out <http://www.ucl.ac.uk/isd/common/upi>

Induction Topics:

Y / N

Comment and further action

6. ORGANISING & MANAGING SAFETY**Roles and responsibilities of the:**

- Individual employee
- Head of Department/ Division/ Institute
- Manager/ Supervisor/Principal Investigator
- Departmental Safety Officer (DSO)
- Radiation Protection Supervisor (RPS)
- Genetic Modification Safety Officer
- Trade Union Safety Representative
- Other members in the Departmental Safety Team

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7. SAFETY DOCUMENTS & INFORMATION

- Department's Organisation and Arrangements for Managing Safety
- Risk Assessment
- Safety handbook/ Code of Practice (if applicable)

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8. FAULT REPORTING PROCEDURE

- Building maintenance
- Equipment

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9. HEALTH & SAFETY SUPPORT SERVICES

- UCL Safety Services
- Fire Safety Advice
- Occupational Health Service

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10. SAFETY TRAINING & INSTRUCTIONS

- Additional safety topics covered during induction
- Identifying safety training needs (job role/ tasks)
- Online UCL Safety Induction

Log on to UCL Moodle

11. RECORD KEEPING

- Local Safety Induction (LSI) recorded in the [UCL's Learning Event Recording System](#) (LERS)
- Non-UCL staff LSI records kept in the Department's document filing system
- A copy of the completed LSI Checklist is stored in the department or, if appropriate, given to the DSO.

Type in the event code in UCL LERS: UCL LOCAL SAFETY INDUCTION

Inductee Declaration

I acknowledge that I have received and completed the Local Safety Induction and understand the arrangements and procedures established in my work area and the department as documented in this checklist.

Signature:**Date:**

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NOTE

Guidance on how to complete each safety topic on the LSI Checklist is available in a more detailed UCL Local Safety Induction Checklist and Guidance, available for downloading from the SafetyNET at <http://www.ucl.ac.uk/estates/safetynet/guidance/induction/index.htm>