

**Department of Engineering**

**Local Safety Induction Form**

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| Name: | Supervisor, Manager or Host: |
| Arrival Date: | Departure Date: |

**Local Safety Arrangements**

**It is the duty of your supervisor, line manager or host** to ensure you have received information, guidance and instruction about the following local arrangements:

* Fire exits, emergency procedures and assembly points.
* Security arrangements including access.
* Specific hazards associated with the work.
* Risk assessments and safe systems of work.

Anyone introducing or developing new methods and procedures **must complete a risk assessment before** commencing work.

**Any accidents, unsafe acts or significant hazards must be reported immediately to your supervisor, line manager, host or Safety Officer.**

If your work involves the use of lasers, biological or radiation hazards then this work must be agreed with and signed off by the relevant specialist safety officer.

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| Laser Safety Officer  | Prof Tim Wilkinson | tdw@eng.cam.ac.uk |
| Biological Safety Officer | Dr. Thierry Savin | ts573@cam.ac.uk |
| Radiation Safety Officer | Dr. Geoff Parks | gtp@eng.cam.ac.uk |

Work involving chemicals, nanoparticles, lasers and biological agents will require prior evidence of training. Training can be arranged by the Departmental Safety Officer.

**Departmental Safety Induction**

All new staff (temporary, permanent, part or full-time), students and visitors should attend a Departmental Safety Induction. This will include an explanation of the Departmental Health and Safety Policy, specific instructions such as fire precautions and evacuation procedures, the location of first aid facilities, and other safety arrangements and advice that are relevant to the work of the new employee/visitor. This induction is undertaken by the Departmental Safety Office and/or Local Safety Coordinator and must be documented **before** commencing hazardous work, lone working or supervising others.

Email the Departmental Safety Officer, Ian Slack (is307@cam.ac.uk) if you have not been contacted about Safety Induction within seven days of starting or if you have any other health and safety questions or concerns.

**New starter to sign to confirm Local Safety Induction and Specialist Safety Officer arrangements (where applicable).**

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| Name | Signature | Date |

**Supervisor, Line Manager or Host to sign to confirm that new starter has adequate supervision, information, instruction and training to undertake their work safely.**

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| Supervisor or Host | Signature | Date |

When completed hand form to Safety Officer at Departmental Safety Induction or return to the Departmental Safety Office, BN0-41, Baker Building.

**Received by Departmental Safety Office**

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| Departmental Safety Officer  | Signature | Date |