

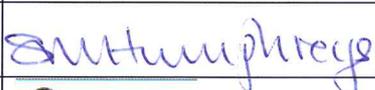
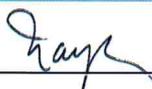
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Induction Programme for new Staff

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	Name	Signature	Date
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Accepted by OCDEM SAC	Fredrik Karpe (Chair of SAC)		30/06/2015

Update History

Version	Date	Reason for update	Updated/reviewed by :	Date next review due
1	Jan 2004	New SOP	Author: SMH	Jan 2007
1	Sept 2007	No changes required	Reviewed by SMH	Sept 2010
1	Oct 2010	No changes required	Reviewed by SMH	Oct 2013
2	February 2012	Document rewritten as a separate document to Training File	Updated by SMH. Accepted by Head of Safety	Feb 2015
2.1	August 2015	New header added, minor changed to text, removal of Appendix 2	Updated by SMH. Accepted by Head of Safety	June 2017

Introduction

OCDEM as a University department is responsible for providing each new employee, visiting worker or student with appropriate induction training on health and safety. Induction training should be provided as soon as practicable after the individual starts work, ideally on commencement, and certainly within a month of arriving in the department.

New employees and visiting workers are required to attend any induction training that has been arranged for them and their supervisor or manager must ensure that they do attend.

Pre-employment

A pre-employment health questionnaire is required for Occupational Health. This is requested before a start date can be confirmed as it may indicate the need for a specific risk assessment in the work place.

Training Syllabus

Every member of staff, student or visitor working in the department will be provided with an OCDEM Laboratory Training File – this file will comprise:

- Training Syllabus.
- A copy of this Standard Operating Procedure (SOP).
- Information of training available within OCDEM and throughout the University.
- Training Log.
- Safety Registration and Supervision Form.

The extent of any induction training will vary according to the work being undertaken. Refer to University Policy Statement S5/10, which can be found on the University of Oxford Safety Office web site: [Health and Safety Induction Training](#); for the full University Policy.

All staff in OCDEM will need to attend an OCDEM Safety Induction presented by the Departmental Safety Officer; these are held once a month and the dates are posted on the OCDEM website on the staff pages. A brief overview of the topics covered in this lecture are listed in Appendix 1.

All staff will also need to attend a fire lecture.

Supervisors, line managers and safety officers are responsible for producing the training syllabus; this must be completed before work can commence. For the purpose of this document, line managers will be referred to as supervisors. The OCDEM Training File provides a check list of the topics that may need to be included in the Training Syllabus.

Laboratory Staff, Students and Visitors

Laboratory staff will need to liaise with their supervisor to organise training in departmental procedures; some of the topics covered will include:

- Hazards specific to the tasks to be performed
- Local Rules and OCDEM SOPs
- SOPs risk assessments and Control of Substances Hazardous to Health (CoSSH) assessments
- Procedures to be used in the laboratory.

The 'Safety Registration and Supervision Form' that can be found in your Training File, and Appendix 1 of the OCDEM Local Safety Rules: Clinical and Laboratory Work Containment Level 2, needs to be completed with your supervisor to ascertain the level of supervision required; a copy of this completed form must be placed in your personnel record.

Copies of the signed 'sign off' sheet in the OCDEM Local Rules (S0) and OCDEM SOP1 to SOP4 must be kept in your training file and a copy given to OCDEM Administration for filing in your personnel record.

Laboratory training will be undertaken by a staff member who is regarded as an expert in the particular technique involved and a record kept in the training log.

Training for assays /procedures in OCDEM Laboratories

The training process will consist of:

- familiarisation with all the relevant documentation;
- shadowing a trained person performing the measurement/task for a designated period;
- performing the technique under the supervision of a trained person for a defined period of time;
- assessment of the competence of trainee;
- 'sign off' in Training File.

Probationary period

The supervisor will review the performance of newly appointed staff before the end of the probationary period after liaison with the Head of Group. Supervisors will carry out a probationary appraisal that will involve an open discussion of the laboratory staff's progress and future direction. The completed appraisal form will then be filed.

Training Record

All staff must have a training record and keep it up to date. A copy of the Training Syllabus timetable, which can be found at the front of your Training File must be placed in your personnel file when completed.

All training must be entered into the file, including that given by your supervisor or other members of staff. It is not intended just for external training.

Appendix 1

Topics covered in the OCDEM Safety Induction.

All staff to attend the first half which will cover:

Health and Safety Law – important points for the employee
University Health and Safety Policy: the three elements and URL for the University Safety Office
Security
Occupational Health
Accident and incident reporting
First Aid arrangements
Fire precautions
Display Screen Equipment Assessment
Out of hours working
Manual handling
Training
Contractors and visitors
Waste disposal

Laboratory and CRU staff will also need to attend the second half, which will cover:

The list of SOPs and local rules
Risk and CoSHH assessment
Biosafety overview
Hazardous waste
Genetic modification
Liquid nitrogen
Personal Protective Equipment