

University of Malta
Faculty for the Built Environment
Department of Civil and Structural Engineering

Built Environment Laboratory Induction Checklist

Name: _____

Induction carried out by: _____

Project name: _____

Date: _____

Checklist

1. Ensure that you wear appropriate personal protective equipment. This should be identified in your project risk assessment.
2. Your project risk assessment must be completed before your project starts.
3. Safety footwear must be wear at ALL time – check with risk assessment.
4. Food and drink is not normally permitted in laboratory areas. A bottle of water or similar is allowed. For long duration tests exceptions are usually allowed.
5. Undergraduate students must not work alone in a laboratory at any time. A second person must be present and must assume responsibility for supervision of the undergraduate.
6. Lone working arrangements for post graduate students must have a minimum of two persons present.
7. All lone working must be agreed in advance.
8. Ensure that you sign the entry log book to indicate your presence in a laboratory area.
9. The use of computing equipment for non-control purposes is allowed at all times.
10. Restricted working. Laboratory users will be allowed to use hand and small power tools once they have received appropriate instruction. This will usually apply to a specific task only and should not be considered to be comprehensive instruction.
11. In exceptional circumstances researchers may be allowed to use other machinery and control test loading operations once appropriate instruction has been given.
12. For any form of restricted working a separate method of statement will be required.
13. Normal hours of working are 8.00 am to 4.45 pm. Technical staffs take lunch from 12.30 to 1.30 pm.

14. Please remember that lab officers may be assigned to several projects and will not necessarily work on your project full time.
15. Please ensure that the lab officer in charge has your telephone contact details.
16. Please ensure that you advise the lab officer in charge if you will be absent on any particular day, or for extended period, since it may be necessary to confirm project information with you at short notice.
17. Fundamental changes to your project please discuss it in the first instance with the lab officer in charge.
18. If you have a problem with your project please discuss it in the first instance with the lab officer in charge.
19. Complaints regarding laboratory work or laboratory staff must be made in the first instance to the laboratory Director. Research staff and students are advised to discuss any issue or grievance with their academic supervisor first.

I have attended a laboratory induction and have received a copy of this checklist.

Signed: _____