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| --- |
| **For OHS team use only** |
| Date enrolled LMS: |
| Added to TNA (circle): Yes / NA  |

**Local OHS Induction Enrolment Form - Medical Building**

Local OHS induction in the Medical Building is required when:

- New staff/student\*/visitor\*\* commence with the UoM, or

- Existing staff/student/visitor are relocated to a new work environment, or

- The existing work environment and/or work activities are significantly altered

Personnel who are supervised at all times do not require a local OHS building induction. e.g. sessional tutors and demonstrators. In these cases, Supervisor to provide relevant local area information.

**Completed form should be returned to OHS team in W209 (Anne-Marie Hutchins & Milly Yim) or emailed to:**

**medicalbuilding-OHS@unimelb.edu.au** **for online building induction enrolment.**

|  |  |
| --- | --- |
| **Inducted person’s name:** | Date: |
| Department/Unit: | Room location:  |
| Supervisor’s name: | Staff/Student no: |
| Inducted person’s email: | Position: |
| Inducted person’s UoM username: |  |

**Please tick boxes below where applicable.**

|  |  |
| --- | --- |
| Type of inductee: * Staff
	+ Ongoing/Fixed
	+ Casual
* Student
	+ Undergraduate
	+ Honours
	+ Postgraduate
* Visitor
	+ UoM
	+ Non-UoM
 | Will the inductee be supervising other staff or students?* Yes
* No
 |
| Will the inductee be?* Office-based only
* Laboratory-based
 |
| Will the inductee be working in any PC2 or OGTR certified facility?* Yes
* No
 |
| What is the expected duration of stay of the inductee in the Medical Building? | Will the inductee be working with any ionising radiation?* Yes
* No
 |
| Please read: In addition to the Medical Building Induction it is also mandatory for all visitors, staff and postgraduate students who intend to work at the University for 3 months or longer to complete online OHS training modules, some of which is mandatory for all and others which are hazard-based depending on the activities undertaken. Undergraduate students working on short-term research projects may also be asked to complete training. On receipt of your completed enrolment form the OHS team will advise you by email:1. Instructions for completing Building Induction (and Laboratory Induction if applicable)
2. Instructions for completing required mandatory and hazard-based OHS Training

N.B. Completed Induction is required before any key/access is issued Completion of OHS training is required within 4 weeks of enrolment |