Visitors and Volunteers Induction Checklist

(Updated Jan 2016)

If you follow this simple checklist, your induction to the School of Chemistry will be a lot smoother. Tick the following boxes as you complete each task. Please see the Front Office for assistance. Most forms can be found in your Welcome pack. Alternatively you can download forms from the School of Chemistry website. Useful information about the School of Chemistry can also be found there. Please visit: http://sydney.edu.au/science/chemistry/local-safety/useful-info-forms.shtml

- Obtain a Welcome pack available from the Front Office.
- Complete your section of the Commencement Details form that will be found in your Welcome pack or online and take to your supervisor so that they can complete their section.
- If your supervisor requires you to have after-hours access to the building, then they should have previously obtained by email the approval for this access from the Head of School. Attach a copy of this email to your Commencement Details form.
- If you require an email account, sign the School of Chemistry System Code of Conduct; and give this to Dimetra Skondras-Silva in the Front Office.
- Read the Safety Regulation Handbook and complete the compulsory Safety Quiz and Declaration form.
- Take your Commencement Details form and your completed Safety Quiz and Declaration form to a School Safety Officer for marking. The Safety Officer will then sign off on their section of the Commencement Details form and return the marked Safety Quiz and Declaration form to you. School Safety Officers are: Peter Turner (room 201A); Ron Clarke (room 311); Elizabeth New (room 543); Shane Wilkinson (room 508); Girish Lakhwani (room 358).
- If you require proximity card access to the building and/or a lab (as approved by your supervisor/Head of School), then you need to obtain a University ID card as follows:
  - Visitors already issued with a University letter of appointment should take the letter and a photo id (driving licence or passport) to: Campus Card in the Student Centre, Level 3, (G02) Jane Foss Russell Building.
  - Visitors with a letter of appointment that has been organised before their arrival and has been provided with their Welcome Pack, should take it, together with a photo id (driving licence or passport) to: Campus Card in the Student Centre, Level 3, (G02) Jane Foss Russell Building
  - Visitors without a letter should see the Administration Manager in Room 206 to organise a letter describing the appointment and signed by the Head of School. Once you have this letter, you should take it, together with a photo id (driving licence or passport) to: Campus Card in the Student Centre, Level 3, (G02) Jane Foss Russell Building.

You will then be issued with your University ID Card which is used to gain access to the building and various research labs. It is also used to borrow books from the Library. However, this card has yet to be programmed with the approved building/lab access.]

- Take your Commencement Details form to Gemma Thompson in Room 242. It may be best to arrange an appointment to see Gemma Thompson by sending her an email: gemma.thompson@sydney.edu.au. (If Gemma is unavailable, please return all documents to Dimetra). Once she has signed off your Commencement Details form, please take this along with your Safety Quiz and Declaration and WHS Induction Checklist form to Dimetra Skondras-Silva in the Front Office to have your photo taken and School ID card organised. Please note that you must have all the required signatures on the Commencement Details form otherwise Dimetra will not be able to process. Dimetra will contact Security Services for building perimeter and lab access (if required). She will also let you know when you should return to collect your office keys.

(Please turn over)
Once Dimetra Skondras-Silva has processed your Proximity Card Access online request, take your University ID card to Campus Assist, 1st Floor, Services Building (G12) corner Abercrombie and Codrington Streets, Darlington Campus so that the card can be programmed for building/lab access. You enter via Codrington Street. Tell the Campus Assist staff that your access approval has been submitted and quote them the work request number that has been emailed to you, (Dimetra will email you this).

If you will be working in a laboratory then complete the WHS Induction Checklist included in your welcome package with your supervisor/nominated delegate and return to Dimetra Skondras-Silva. Checklist can also be found online.

Complete the online WHS Induction. Instructions can be found in your Welcome pack or visit the Administration Website and click on Useful Information then WHS Induction Online (instructions).

Read the University's Code of Conduct that can be found in the online Visitor's Induction Guide.

Ensure that your supervisor has introduced you to the staff in the Service Room who will show you where the pigeon holes are for mail and explain how things are administered on your floor.

Ensure you have Australian Health Cover (see Induction Guide for details).

DO NOT HESITATE TO COME AND TALK TO THE FRONT OFFICE STAFF IF YOU ARE UNCERTAIN ABOUT WHAT TO DO.