



**MMI-MHTP Local Induction and OHS Training Checklist**

PQMS3-MMIMHTP-FRM-0012

**NAME ..... DEPT ..... DATE .....**  
**MICROSCOPE ..... TRAINER .....**

**Section 1: Risk Management**

- Risk management must be completed prior to hazardous work (task, activity, process) being undertaken
- Risk Assessments and Safe Work Instructions to be provided to MMI-MHTP facility staff before commencing any activities

**Section 2: Hazard and Incident Reporting**

- All hazards and incidents, including injuries and near misses, must be reported to MMI-MHTP staff with the Incident Report form
- All hazards and incidents must be reported within 24 hours of being identified

**Section 3: PC2 Induction**

- Lab gowns and PPE should be worn
- No food or drink is allowed in the facility
- Waste and decontamination facilities indicated
- User has already received PC2 training or will contact Hudson OHSE to receive training prior to starting work in MMI-MHTP facilities

**Section 4: Emergency Response**

- Emergency Exits
- Emergency Assembly Point
- Safety Showers and Eye Wash Facilities
- Facility Alarms (Pressure and Oxygen) and Responses
- Fire Extinguishers, Fire Blankets
- Break Glass Alarms
- Spill Kit
- First Aiders
- Safety Officers
- Emergency Dial: 999

User's signature ..... Trainer's signature .....