



INDUCTION INSTRUCTIONS

Before starting SAIL Local Area Induction, you must first complete faculty induction process. Instruction are available at the [Science Gateway](#).

To complete the SAIL Labs Induction procedure compulsory to all new staff and student members to access SAIL labs. Please follow the instructions therein mentioned, which consist in:

- A. completing the **Laser Safety** induction modules and complete Laser user form
 1. Follow directions to access safety course here:
 2. [Laser Safety Course Guide](#).
 3. After completing this course, upload the Certificate of Completion to your [Inductions Dashboard](#).
- B. completing the **Fibre Handling** induction modules and complete Laser user form
 1. Read Fibre Handling document
 - a. [OpticalFibre_handling_safety.pdf](#)
 2. Watch Fibre Safety Handling Video
 - a. <http://www.youtube.com/watch?v=qhqcIWudh7s> (Discusses how fibre optic systems are used with infrared light only, however, the USYD SAIL labs use optical systems as well).
 3. Sign this form to confirm completion.
- C. After completing the above sections arrange the in-person Local Area Induction with Chris Betters OR Sergio Leon-Saval OR Julia Bryant OR Barnaby Norris.
There are four main induction areas:

Induction Area	Building Access Portal Name	Description	Inductors
A28_01_116B_116C_121A-D	A28 116B SAIL SER Lab 24/7 A28 116C SAIL Prep Lab 24/7 A28 121/121A 24/7 A28 122 Corridor 24/7	Rm 116B (Temp Control Room), 116C (Printer Room) 121A-D (Breakout, Optical labs and basement glass processing)	CHB, SLS, BN, JB
A28_01_120	A28 120 SAIL Lab 24/7	SAIL Industry Lab	CHB, SLS
A28_02_218G-I	TBD	SAIL-Nexus Labs	CHB, SLS
A28_01_107_107A	A28 107 Astralis Lab 24/7 A28 107A Astralis Lab 24/7	Astralis Labs	JB

- D. Once this is completed you will receive a confirmation email from *Science Share Point Service* that requires you to Review and acknowledge local induction. You may receive more than one email depending on areas. You must acknowledge each area.
- E. **eSign this document** to certify completion of all modules and upload to your [Inductions Dashboard](#).
- F. Apply for access via the [Building Access Portal](#) using areas above.

The induction is supposed to be done before entering in the lab and operating any laser system. Please complete the above steps as soon as possible. You will have a separate training and induction in the lab about the instrumentation you will be going to use.

You can find additional safety briefing material in at the following link:

https://unisyd.sharepoint.com/:f/t/sail9/Ep46u1rET5NDnrITDN7qpR0BEtafZylLcbOnVLR5U4H_CQ?e=hSTzVB

Or the Induction Canvas in the SAIL Slack:

<https://sail-labs.slack.com/docs/T7T2DJ4G0/F08CC8SD1NV>



Checklist

- ☐ Faculty Induction and Work Health and Safety WHS
The undersigned has completed the Faculty Induction online and all WHS inductions requested by the University of Sydney.
- ☐ SAIL Laser Induction Module (optional for those not working with laser)
The undersigned has completed the Laser Safety Course "Operator Laser Safety" on the UNSW Canberra Moodlecloud described in Part A and certificate is uploaded to Induction dashboard.
- ☐ Fibre Handling Induction Module
The undersigned has reviewed and understood the fibre handling document and video from Part C.
- ☐ General SAIL Lab Module
The undersigned has been given an introduction/tour of the relevant labs they will be working in.

Medical

- ☐ Eye History
I do not suffer from diabetes or glaucoma or have any past history of eye disease, eye damage or eye malfunction
- ☐ Medical Conditions
After completing the induction modules, I understand that I do not suffer from any condition or any past medical history that could be triggered by the work carried out in SAIL Labs.

Declaration

I certify that I have completed the WHS induction and ALL SAIL Induction Modules marked above. That all uses and safety aspects regarding all laser systems will be in accordance with the requirements set forth therein and that the Faculty of Science and the Laser Supervisor will be notified before any changes are made to the status of a laser system as described herein. I further agree to submit a physical examination if requested and waive my right to any recourse against the Faculty of Science and SAIL Laboratories for any damage resulting from my failure to conform with pertinent rules, regulations and the Safety Procedures.

Inductee (Print Name)

Inductee Signature