



School of Electrical Engineering and Computer Science

Work, Health and Safety (WHS) Induction Checklist

| Staff / Student / Visitor / Volunteer / Affiliate Details: | | |
|---|--------------|----------|
| Title: | First Names: | Surname: |
| What is your association with the School? | | |
| To which labs do you require access? | | |
| I confirm I have been given a specific lab induction for each of the labs listed above: | | |
| Signature: | | Date: |
| Supervisor or WHS Inductor Details: | | |
| Title: | First Names: | Surname: |
| Signature: | | Date: |

Overview

1. This checklist is used during induction of all new staff, research students, visitors and affiliates working or associated with the School of Physics.
2. The University also requires completion of the online “**Work Health & Safety Induction**” course.
 - a) Staff or affiliates with a ID can login directly via [NUST website https://nust.edu.pk/](https://nust.edu.pk/)
 - b) Otherwise, anyone can self-register and please indicate your Supervisor/HOD/SHOD as your Manager.
3. If you are working in a lab or technical setting you also need to complete the Laboratory Induction form.

Hand in this completed checklist to the SEECS, Admin Office, H12, Campus. Alternatively, email a scanned copy to concerned Security office. Contact directory is available at <https://campuslife.nust.edu.pk/contact/>

1. Emergencies

- ☐ Show the new person the locations of nearest fire exits.
- ☐ Show the person the location of the emergency assembly point.
- ☐ Explain the emergency alarm system for the building (alert, evacuation tones, etc.).
- ☐ Provide contact details for Nominated First Aid Officers and Building Wardens
- ☐ Provide contact details for Security Services for reporting emergencies and security threats. (cso@nust.edu.pk: Chief Security Officer. Ext 1525/1599, Mobile No. 0321-5566571).
- ☐ Always promptly report any incident (small or big) to the NUST Emergency Control Room on numbers 051-9085-9111, 051-9085-9112 or Fire Tenders at NUST Transport on numbers 051-9085-1523, 051-9085-1536.

2. General

- ☐ Explain general Health & Safety responsibilities as outlined in the University Policy
- ☐ Explain the requirement and method for reporting incidents, injuries, illness and hazards.
- ☐ Explain local consultation arrangements for WHS matters - School Safety Committee.



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Local WHS Induction Check List

- ☐ Provide contact details for Safety Officers, Nominated First Aid Officer, Building Wardens
- ☐ Provide contact details for reporting maintenance issues relating to buildings and grounds using the University Web Help Desk/ ICT and other portals. <https://seecs.nust.edu.pk/contact/>
- ☐ Student Help Desk: +92-51-90851099, Information Desk: +92-51-111-11-6878.
- ☐ For general information about SEEC Department <https://seecs.nust.edu.pk/>
- ☐ Discuss and explain the legislation on occupational safety and health (OSH) laws in Pakistan
- ☐ Provide information via PEC Website:
<https://www.pec.org.pk/Downloadables/buildingCode/Draft%20Modle%20OHS%20Act%202018.pdf>

3. Job Specific Hazards

- ☐ Explain NUST is an eco-friendly institution, which warrants careful/responsible behaviour from all stake holders/responsible citizens, which can save life and property.
- ☐ Discuss the practice and need to participate in a specific lab induction session before entering any departmental laboratory, technical or extramural environment.
- ☐ Discuss how to coordinate with your lab-staff and technicians.
- ☐ Discuss the main WHS risks associated with the job with your Supervisor/HOD.
- ☐ Explain the requirements to comply with H&S rules and procedures.
- ☐ Require completion of the ergonomic set up of your workstation
- ☐ For IT related issues, provide contact ICT help desk/staff.
- ☐ Explain local procedures for minimizing manual handling risks
- ☐ Check if there are any special needs or existing health conditions to be accommodated.
- ☐ OSH regulates certain occupations as hazardous, and contain special provisions to regulate the working conditions in those occupations
- ☐ Explain and arrange any baseline health monitoring (testing) required in the job, e.g. eye testing for laser work, particular goggles/shoes, personal protection equipment (PPE)/masks/filters for labs or audiometry for noisy work.