

Laboratory Visitor Health and Safety Induction Sheet

Please complete this induction sheet prior to entering the laboratory environment. This document is required for safety compliance and record-keeping.

1. Visitor and Host Details

Visitor's Full Name:

Company / Organisation:

Host Name / Escort:

Date of Induction:

2. Safety Briefing Checklist

The host must discuss and demonstrate the following safety items. The visitor must initial each section to confirm understanding.

Safety Protocol / Topic Explained	Visitor Initials (Type to confirm)
Emergency evacuation routes, exits, and designated outdoor assembly points.	<input type="text"/>
Location of safety equipment including first aid kits, eye wash stations, and safety showers.	<input type="text"/>
Required Personal Protective Equipment (PPE) for this laboratory (e.g., safety glasses, lab coat, closed-toe footwear).	<input type="text"/>
Specific laboratory hazards identified (e.g., chemical, biological, physical, laser, radiation).	<input type="text"/>
Strict prohibition of eating, drinking, smoking, and applying cosmetics in the laboratory.	<input type="text"/>
Procedure for reporting incidents, accidents, injuries, or hazardous conditions immediately to the host.	<input type="text"/>

3. Declaration and Sign-off

By signing (typing your name) below, you confirm that you have received the safety induction, understand the hazards associated with this laboratory, and agree to follow all safety instructions provided by your host.

Visitor Signature (Type Name): Date:

Host / Inductor Signature (Type Name): Date: