

Personal Induction to the WIMM

1. Explain the structure of the WIMM: 2 MRC units, Oncology and smaller groups.
2. Explain that Malcolm Shepherd is the Buildings Manager and Manoj Sondhi his assistant. Also mention that Bryan and Damien are the Autoclave staff.
3. Introduce to the Receptionists and appropriate PAs.
4. Walk round the ground floor explaining the lay-out of meeting rooms and that these are booked on the Agendo system.
5. Show where the WIMM IT team sits (introductions optional) and explain that if you want to bring a computer into the WIMM and use it on the network, that the computer must be checked by a member of the IT staff first.
6. Point out the Health and Safety noticeboard and show where the H&S are based.
7. Explain how the general office works for the group - stationary, ordering, photocopying etc.
8. Walk round the building explaining where all the core facilities are, pointing out the darkrooms, ice machine, etc. Chemical spill kits are located next to the ice machines.
9. Point out water fountains, toilets and showers whilst walking round the building.
10. **Fire.** Point out fire exits and where the assembly point is. Explain that on hearing a continuous tone on the fire alarm that they should evacuate the building by their normal access route unless blocked. Point out where the Link to Academic Street but explain it is not an official exit. Explain about leaving the laboratory safely and closing the door behind you. Explain that if they are looking after a visitor they are responsible for showing where the fire exits are.
11. Explain how to get to the Post Graduate Center/JR Cafeteria from the link bridge. Also explain how to find the JR security for NHS card issuing.
12. **First Aid.** Explain that there are eye wash bottles, first aid boxes and boxes of plasters at all laboratory hand-wash stations where there is also an emergency notice, including a list of first aiders. There is a first aid kit for burns in the Autoclave facility. Explain the accident reporting system and that near misses are just as important as accidents. Point out that chipped glassware should be discarded. If the eye wash bottles or first aid supplies are used an accident report should be completed and Malcolm Shepherd/Manoj Sondhi informed.
13. **Lone/Night Working.** Explain that if you are in the WIMM after 7pm or weekends (any time) this constitutes lone working. Night work is between the hours of 11pm and 6am. If any of these is a regular occurrence, the supervisor must approve and a risk assessment filled out. A buddy system is recommended- let someone know that they are coming in, how long they will be and when they get home safely.
14. **Waste disposal/Recycling.** Go through the different disposal/recycling routes.
15. **Personal protective equipment (PPE).** Show where to find the visitor lab coats and where to place dirty coats for washing. Eye protection is mandatory if working in the lab. Members of staff who wear prescription glasses can be provided with prescription safety specs by their host department. Visitors must wear safety over specs unless they have their own prescription safety specs.
16. **Gloves.** Explain the one glove rule and the different types of gloves for different purposes.
17. **Spills** Explain how to deal with biological and chemical spills. Point out the chemical spill kit in your department. Explain that if it is a big spill, H&S should be informed.
18. **Solvents** Explain that each lab either has or access to a cupboard/box for flammable solvents and that these must be kept closed. Point out the importance of flammables being stored correctly. Point out that they should only order what they need in the way of solvents and chemicals because of the disposal costs involved.
19. **Equipment** Explain that they will need training on how to use certain pieces of equipment. If they find a piece of equipment broken they need to notify their laboratory manager or Malcolm Shepherd. Explain that it is illegal to tamper with safety features on items of equipment such as electrophoresis gel tanks. Explain that some equipment is booked on the Agendo system.
20. **Visitors** Explain that no children under the age of 16 are allowed on the laboratory floors, they are only allowed in the coffee lounge. Visitors need to sign in at reception and are the responsibility of their host.

21. **Security** Do not let people you do not know in or out of the building. If you see something suspicious call reception or if out of hours hospital security. Call 4444 on an internal phone. Don't tackle a stranger on your own.
22. **Badge in and out.** All personnel MUST use their card to enter and exit. There must be no tailgating, and no holding of doors to allow others to exit. Please make certain that the door closes behind you. Cards should never be given out to fellow staff, new starters, or visitors.
23. **Handling blood and pathogens.** They will need training if they are going to handle pathogens and/or human blood. They will also need to be registered with Occupational Health.
24. Explain about the red safety folder in each laboratory and Remind them to switch off lights and close laboratory doors when they leave at the end of the day.
25. **HTA.** Explain that the WIMM has a license to hold relevant material but training needs to be undertaken before handling human tissue. If the group has these types of samples they need to speak to their group Tissue Responsible Officer (TRO) or Person Designate (PD-Marta Jagielowicz).
26. If you wish to use the access-controlled cycle storage please email [Malcolm Shepherd](#) once your access card has been enabled by Reception. You will need to use your departmental email address.
To gain access to most access-controlled areas in the WIMM training is required, see WIMM E0036.
27. **Lockers** are provided to store personal possessions. Personal possessions should not be stored in laboratory areas. If using an umbrella please leave in the white plastic bins on the different landings and not on the landings. Remember to collect them and take them home.
28. **Contractors.** Any visits by contractors must be arranged via the laboratory manager and must be logged in the calendar for contractors
29. **DSE-** Explain about DSE assessments and the online DSE self-assessment system. Explain that they are entitled to an eye test and can get a contribution towards new glasses if they are DSE users.
30. **Access Control-** Access to specific areas is added by the Building's Management team by request from the person specified in SOP- WIMM E036 Training and access control.



WIMM E018_14 Personal Induction to the WIMM for laboratory staff

STANDARD OPERATING PROCEDURES	
Lab coats ordered	
Fire drill explained, fire extinguishers and break glasses pointed out	
Safety equipment – safety specs, masks, gloves & visors	
Disposal of solid waste – phenol/organic solvents/media	
Disposal of waste for autoclaving	
Disposal of sharps/pipettes/broken glass/syringes etc.	
Training needs identified e.g. radiation, handling blood, training linked to access controlled areas	
Lone working	
Clean and dirty glassware	
Building security	
Visitors	
Location of first aid kits/eye wash bottles/Emergency notices	
Location of red WIMM Safety Folders, risk assessments etc	

People authorised to give personal Inductions:

MHU- Chris Groves/Holly Tolkien

TIDU- Alastair Waugh/Kate Megson

Oncology- Caroline Fitchett/Andrew Mortimer

NDCN- Judith Cossins

WRH- Mara Artibani/Nigel Roberts

Core Facilities- Facility Manager

Trainee name (please print)

Signature.....

Date.....

Trainer name (please print)

Signature.....

Date.....

Please return a signed copy of this form to newstarter@imm.ox.ac.uk when complete.