

MRT Mornington Facilities Induction Form

Name			
Company			
Address			
Phone Number		Email	
Emergency Contact Number		Contact Name	

I have read and understand all instructions and conditions listed in the <i>MRT Mornington Facilities Safety Induction Requirements</i> below	☐ Yes	☐ N/A
I understand all instructions and conditions given to me regarding working in the <i>MRT Mornington Laboratories</i> .	☐ Yes	☐ N/A
I agree to comply with all safety instructions as outlined and as further issued to me by MRT staff while visiting the Mornington facilities. I agree to undertake all activities in a safe and diligent manner and agree not to place myself or others at risk by my actions or inactions and report any noticeable hazard.	☐ Yes	☐ N/A
Signature	Date	

MRT Use Only			
Induction Officer		Orientation Completed	☐ Yes ☐ No
☐ Office & Visitor Register	☐ Visitor Car Park	☐ Emergency Exits & Muster	☐ Visitor Zones
☐ First Aid Kit & Officers	☐ Amenities	☐ Emergency Procedures	☐ PPE Areas
Signature	Date		__/__/__

	
MRT Mornington Facilities Safety Induction Requirements	5 August 2026

Notice to Inductees

Any person wishing to use the MRT Mornington facilities must complete this induction. The induction will be valid until such time as operation situations change within the site and will be subject to ongoing review and amendment. All people will be advised of amendments to the induction process and associated site safety requirements as they are implemented.

At the completion of this induction, the visitor will be authorised to use the Core Library and general amenities under the condition they comply with all safety requirements and any additional safety instructions issued to them by MRT Staff as applicable. Laboratory access/use will be at the discretion of the Laboratory Manager and must be arranged prior to visiting.

Note – The inductee must read, understand, and agree to adhere to all of the following items as part of the induction process.

1	Entry to the MRT Mornington facility, associated buildings and grounds is conditional on the requirement that all safety directions, instructions and/or procedures are always complied with.
2	Any worker/visitor who fails to comply with safety requirements will be required to rectify the non-compliance to the satisfaction of MRT staff, or they will be instructed to leave the facility.
3	Personal Protective Equipment (P P E) must be worn with Protective footwear and Hi-Viz vests as standard equipment for all areas and gloves, hearing, P2 masks and eye protection as required.
4	Protective footwear (i.e. steel cap boots) must be worn when handling drill core trays or heavy rock samples or performing any other activity where injury to the feet could occur.
5	Only Licensed and inducted Core Library staff are authorised to use the Forklift or Turret Trucks.
6	A worker/visitor can only operate Automatic and/brick saws if they have been inducted on this equipment by Core Library staff and are deemed a competent person in the safe operating procedures. Please discuss this requirement with Core Library staff.
7	A worker/visitor must not perform manual handling tasks associated with lifting or moving core trays or core, or any other materials, unless that person is deemed competent in correct manual handling techniques. Please discuss this requirement with Core Library staff. Note: Correct lifting of core trays is done by 2 persons.
8	A worker/visitor accessing the Mornington Complex Core Library, Laboratories or Geoscience Reference Library must sign in <u>and</u> out this can be done using the Mornington Facilities Sign In at the Core library main door or the reception area of the Laboratories building (please ensure that you sign <u>OUT</u> on the same sheet)
9	In the event of an emergency, all workers/visitors in the facility (other than nominated MRT staff) must move to the Emergency Muster Point by walking across the driveway (be aware of approaching Emergency Vehicles) and turning left outside the gate as shown on the Evacuation Diagram.
10	Any incident that results in personal injury or damage to plant, equipment or machinery must be reported to Core Library staff immediately. An Incident Report Form must be completed as soon as possible following the incident.
11	All significant hazards or non-compliance with safety requirements must be reported to Core Library staff immediately. A Hazard Report Form must be completed as soon as practicable.
12	Safety instruction surrounding pedestrian, forklift and vehicle movements within the Core Library area, must be observed at all times with all persons remaining in designated inspection areas, on pedestrian walkways and in amenity areas, except for authorised Core Library staff. Do not enter racking aisles.

13	Toilets are available for use in the viewing area and annex building. There are additional toilets (upper and lower floor) and tearoom facilities (upper floor) in the Laboratory Building – access is via use of a Visitors pass (see CL Manager) through the lower ground floor door or the front entrance of this building. There are also tearoom facilities in the annex building.
14	The Core Library houses rock and core samples which may contain naturally occurring hazardous materials such as crystalline silica, naturally occurring asbestos, heavy metals or low yield radioactive material, with the airborne concentration of contaminants varying considerably with time and place. Workers/visitors are advised to: • Use a type P2 disposable face mask when handling core/rock samples or when visible atmospheric dust is present. These masks are available from the Core Library Staff as required. • Follow good hygiene practices and wash hands prior to consuming food or beverage.
15	The Crushing and Milling Room towards the rear of the Core Library are for MRT staff only, unless otherwise authorised.
16	A First Aid Kit and Defibrillator are located opposite the lift on the ground floor of the Laboratory Building - in case of emergency these can be access through the door at the end of Aisle 13 . Please see MRT staff in relation to these items.
17	When sampling Core Library drill core and cuttings, please follow MRT's Core Library Sampling Procedures see Core Library staff for a copy of this procedure
18	Do not climb on racking or any other equipment.
19	All workers and persons must adhere to current Tasmanian Government COVID policies, including your need to be here on essential business and if you have been diagnosed with, or exposed to COVID, or feeling unwell, do not enter these premises . Maintain social distancing, use the provided sanitizer stations, wash hands regularly and wear masks if required.