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# PERSONNEL Details

|  |  |  |  |
| --- | --- | --- | --- |
| Division/Dept: |  | Date: |  |
| Full name: |  | Staff No: |  |
| Supervisor name: |  | | |

# introduction

This induction introduces personnel to the hazards and risks associated with their workplace, including the activities that they will undertake and the environment that they are working in. An induction will also provide information on relevant health and safety procedures that:

* identify and control risk; and
* provide emergency information

An induction is required when:

* new staff commence with the University.
* existing staff, labour hire personnel, postgraduate students or others are relocated to a new work environment; or
* the existing work environment and/or work activities are significantly altered.

Additional information for new starters can be found in the Staff Hub at [New Staff](https://staff.unimelb.edu.au/new-staff).

# health & safety induction checklist

| health & safety induction checklist | | | |
| --- | --- | --- | --- |
| Requirement | Comment | Status | |
| Yes | N/A |
| University of Melbourne Health and Safety Policy and Processes | Identify Health and Safety Policy and relevant health and safety processes including accessing the Melbourne Policy Library and Safety web site.  [*Occupational Health and Safety Policy (MPF1205)*](https://policy.unimelb.edu.au/MPF1205)  [*Processes, Policies and Forms*](https://safety.unimelb.edu.au/policies-processes-procedures)  Identify health and safety notice board and safety website. |  |  |
| Department/Unit health and safety procedures and risk assessments | Identify relevant department/unit procedures including:   * Risk assessments in Enterprise Risk Management System (available form Staff Hub) * Task Risk Analysis * Job Safety Analysis * Standard Operating Procedures |  |  |
| Risk Management | Identify the Risk register for the School/Faculty/Budget Division  Explain any specific risks for the local area  [*Health-and-safety-risk-management-requirements.pdf*](https://safety.unimelb.edu.au/__data/assets/pdf_file/0009/4708161/health-and-safety-risk-management-requirements.pdf) |  |  |
| Chemical Management | Outline chemical management procedures  Show location/access of current SDS (hard copy/GoldFFX)  [*Health & Safety: Chemical requirements*](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/4592153/health-and-safety-chemical-requirements-.docx) |  |  |
| Computer workstation ergonomic self-assessment checklist | This checklist should be completed, and corrective actions completed for any identified ergonomic issues.  [*Health & Safety: On-campus computer workstation assessment*](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/4680491/On-campus-workstation-assessment-checklist.docx) |  |  |
| Hazard and Incident reporting | Outline the procedure for reporting hazards and incidents:   * to the supervisor * in Enterprise Risk management System (ERMS) – accessed on Staff Hub via the RISK icon.   Tagging and removing from service unsafe equipment  [*Incident-injury-hazard-reporting-and-investigation-requirements.docx*](https://safety.unimelb.edu.au/__data/assets/word_doc/0012/4638972/incident-injury-hazard-reporting-and-investigation-requirements.docx)  [*Health-and-safety-unsafe-plant-and-equipment-requirements.docx*](https://safety.unimelb.edu.au/__data/assets/word_doc/0007/4680682/Health-and-safety-unsafe-plant-and-equipment-requirements.docx) |  |  |
| Security and access | Describe the security arrangements of the location including:   * access arrangements * emergency contact numbers |  |  |
| Emergency procedures | Outline area emergency procedures and resources including:   * first aid kits and first aiders * floor plans and emergency equipment (eg break glass alarm) * evacuation alarm and main assembly point * emergency personnel: Chief Warden and Floor Wardens * building number (where relevant) * emergency numbers   [*https://safety.unimelb.edu.au/emergency-and-business-resilience/emergency-management*](https://safety.unimelb.edu.au/emergency-and-business-resilience/emergency-management)  [*health-and-safety-first-aid-requirements.pdf*](https://safety.unimelb.edu.au/__data/assets/pdf_file/0010/4587157/health-and-safety-first-aid-requirements.pdf) |  |  |
| Employee health and safety training | Identify the health and safety training requirements including:   * mandatory training requirements –accessed on the Staff Hub via the TrainME. * The supervisor may also identify other task specific training as required.   [*https://safety.unimelb.edu.au/training*](https://safety.unimelb.edu.au/training) |  |  |
| Consultation | Outline the consultative arrangements at the University including local area:   * Designated work group and elected health and safety representative * Management representative * Health and safety committees   [*health-and-safety-consultation-representation-and-committee-requirements.pdf*](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4694854/health-and-safety-consultation-representation-and-committee-requirements.pdf) |  |  |
| Issue resolution | Outline the health and safety issue resolution process  [*Health-and-safety-issue-resolution-requirements.docx*](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/4699739/Health-and-Safety-Issue-resolution-requirements.docx) |  |  |
| Workplace bullying and occupational violence | Identify Appropriate Workplace Behaviour Policy  [*Appropriate Workplace Behaviour Policy (MPF1328)*](https://policy.unimelb.edu.au/MPF1328) |  |  |
| Personal Protective Equipment | Identify any personal protective equipment requirements and make arrangements to provide.  [*health-and-safety-personal-protective-equipment-requirements.pdf*](https://safety.unimelb.edu.au/__data/assets/pdf_file/0009/4682934/health-and-safety-personal-protective-equipment-requirements.pdf) |  |  |
| Staff facilities | Indicate:   * staff room/ eating area * kitchen/kitchenette (if applicable) * toilets |  |  |