

1. PERSONNEL DETAILS

Division/Dep't:		Date:	
Person name:		Staff No:	
Supervisor:			

2. INTRODUCTION

An 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.

For staff members, it is recommended that the completed induction is recorded on their personnel file.

The following Health and Safety Induction Checklist should be completed in conjunction with the Human Resources Induction Checklist (available from <http://hr.unimelb.edu.au/advice/support/recruitment/induction>).

3. HEALTH AND SAFETY INDUCTION CHECKLIST

HEALTH AND SAFETY INDUCTION CHECKLIST			
Requirement	Comment	Status	
		Yes	N/A
University of Melbourne Health and Safety Policy and Procedures	Identify Health and Safety Policy and relevant health and safety procedures including accessing the Melbourne Policy Library. Melbourne Policy Library – OHS Identify health and safety notice board/safety web site.		
Department/Unit health and safety procedures and risk assessments	Identify relevant department/unit procedures including: Task Risk Analysis, Job Safety Analysis, Standard Operating Procedures		
Risk Management	Identify the Risk register for local area Explain any specific risks for the local area Procedure: <i>EHS Risk Management (UOM 306)</i>		
Chemical Management	Outline chemical management procedures Show location/access of current MSDS (hard copy/ChemFFX) Procedure: <i>Chemical Risk Management (UOM 320)</i>		

HEALTH AND SAFETY INDUCTION CHECKLIST

Requirement	Comment	Status	
		Yes	N/A
Keyboard Workstation Assessment Checklist	A keyboard workstation assessment checklist should be completed and corrective actions completed for any identified ergonomic issues. Keyboard Workstation Assessment		
Hazard and Incident reporting	Outline the procedure for reporting hazards and incidents: <ul style="list-style-type: none"> to the supervisor/manager in Themis. Provide brief instruction on using Themis Tagging out/remove from service unsafe equipment Procedure: <i>Incident reporting & Investigation – EHS Requirements (UOM 364)</i> Procedure: <i>Unsafe Plant & Equipment – EHS Requirements (UOM 347)</i>		
Security and access	Describe the security arrangements of the location including: <ul style="list-style-type: none"> access arrangements emergency contact numbers 		
Emergency procedures	Outline area emergency procedures and resources including <ul style="list-style-type: none"> first aid kits and first aiders floor plans and emergency equipment (eg break glass alarm) evacuation alarm and main assembly point emergency personnel: Building Emergency Controller and floor wardens (where relevant) building number emergency numbers Procedure: <i>Emergency Preparedness and Response (UOM 356)</i> Procedure: <i>First Aid- EHS Requirements (UOM 358)</i>		
Employee health and safety training	Identify the health and safety training requirements including: <ul style="list-style-type: none"> mandatory training requirements task specific training Procedure: <i>EHS Training (UOM 311)</i>		
Consultation	Outline the consultative arrangements at the University including local area: <ul style="list-style-type: none"> Designated Work Group and Health and Safety Representative Management Representative Health and Safety Committees Procedure: <i>Health & Safety Consultative Arrangements (UOM 312)</i> Procedure: <i>EHS Representation & EHS Committees (UOM 316)</i>		
Issue resolution	Outline the health and safety issue resolution process Procedure: <i>Health & Safety Issue Resolution (UOM 313)</i>		
Workplace bullying and occupational violence	Outline the University of Melbourne Equal Opportunity procedure Identify expected staff behaviours Procedure: <i>Equal Opportunity (UOM 120) Section 7. Workplace Bullying and Occupational Violence</i>		
Personal Protective Equipment	Identify any personal protective equipment requirements and make arrangements to provide.		
Staff facilities	Indicate: <ul style="list-style-type: none"> staff room/ eating area kitchen/kitchenette (if applicable) toilets 		