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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | HEALTH & SAFETY STAFF RELOCATION Checklist |

This checklist is completed by the staff member and their manager or a nominated delegate in the event of moving to a new on campus work location. Tick off each action and sign when the checklist is completed. Once signed, a copy of this form is to be returned to the staff member and a copy kept in the appropriate local area safety information document retention location.

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| 1. Employee Details | | | | | | |
| Name: | Click here to enter text. | Supervisor name: | Click here to enter text. | Date: | Click here to enter a date. | |
| Department: | Click here to enter text. | Location: | Click here to enter text. | | | |
|  | | | | | | |
| 1. SECURITY & ACCESS | | | | | | |
| Building access during business hours/afterhours arrangements are reviewed | | | | | |  |
| 1. BUILDING ORIENTATION | | | | | | |
| Location of toilets are identified | | | | | |  |
| Location of kitchen/lunchroom facilities are identified | | | | | |  |
| 1. COMPUTER WORKSTATION | | | | | | |
| If the new work location involves working at an assigned computer workstation, a [Computer workstation self-assessment](https://safety.unimelb.edu.au/__data/assets/word_doc/0006/4587729/Computer-workstation-self-assessment.docx) is to be completed. This checklist can be completed electronically. On completion, the checklist should be forwarded to your supervisor to ensure any outstanding issues are highlighted. Your supervisor will assist you to address these issues or arrange further follow-up. If the new work location involves sharing a desk / hot desking, it is expected you will have undertaken the TrainME [computer workstation on campus training module](https://uomtrainme.elmotalent.com.au/learning/courses?courseview=517) and be able to apply the recommended principles to set up any computer workstation to accommodate your requirements  Please refer to the University of Melbourne’s [***Ergonomics and human factors***](https://safety.unimelb.edu.au/safety-topics/ergnomics-and-human-factors)  website for further information on workstation set up | | | | | |  |
| 1. EMERGENCY REQUIREMENTS | | | | | | |
| Emergency floor plan is identified | | | | | |  |
| Emergency assembly point for the new location | | | | | |  |
| Emergency exits are identified | | | | | |  |
| Local emergency information is pointed out (this will include the evacuation poster and emergency contacts list) | | | | | |  |
| Building emergency controller(s) and floor wardens are identified | | | | | |  |
| Location of fire extinguishers are identified | | | | | |  |
| Location of break glass alarms are identified | | | | | |  |
| Location of first aid kit(s) are identified | | | | | |  |
| Location of nearest automated external defibrillator (AED) is identified | | | | | |  |
| Introduction to local first aider(s) | | | | | |  |
| 1. DEPARTMENT HEALTH & SAFETY PROCEDURES | | | | | | |
| Identify the location of risk assessments and health and safety documents | | | | | |  |
| Point out the location of the health and safety notice board (where one has been allocated) | | | | | |  |
| Point out the location of the “If You Are Injured at Work” poster | | | | | |  |
| Introduction to Health & Safety Representative (HSR) | | | | | |  |
| 1. FACILITIES | | | | | | |
| Location of toilets are identified | | | | | |  |
| Location of kitchen/kitchenette or another applicable amenity identified | | | | | |  |

| 1. Staff | |
| --- | --- |
| Manager (or delegate): | Click here to enter text. |
| Employee: | Click here to enter text. |

| Further Advice and ASSISTANCE |
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| Health and safety advice and assistance   * Health and Safety Business Partner   <https://safety.unimelb.edu.au/health-and-safety-contacts>   * Health & Safety website   For procedures, guidance material and templates: <http://safety.unimelb.edu.au/>   * General inquiries   Email: [ohs-enquiries@unimelb.edu.au](mailto:ohs-enquiries@unimelb.edu.au) or access Staff Services Portal (Service Now) via the Staff Hub  Workers Compensation and Injury Management advice and assistance   * Workplace Accessibility and Injury Support (WAIS) team   Email: [uom-wais@unimelb.edu.au](mailto:uom-wais@unimelb.edu.au) or access Staff Services Portal (Service Now) via the Staff Hub   * WAIS web page   For procedures, guidance material and templates: <https://safety.unimelb.edu.au/workplace-accessibility-and-injury-support>  Occupational Health advice and assistance  Email: [ohs-enquiries@unimelb.edu.au](mailto:ohs-enquiries@unimelb.edu.au) or access Staff Services Portal (Service Now) via the Staff Hub   * Occupational Health web page   For procedures, guidance material and templates: <https://safety.unimelb.edu.au/safety-topics/occupational-health>  Emergency and Crisis Management advice and assistance   * Emergency contact   Email: [e-br@unimelb.edu.au](mailto:e-br@unimelb.edu.au) or access Staff Services Portal (Service Now) via the Staff Hub   * Emergency and Business Resilience web page   For procedures, guidance material and templates: <https://safety.unimelb.edu.au/emergency-and-business-resilience> |