

4.30a Explanation and Information Relating to Workplace Specific Inductions

30 March 2012

Ideally this checklist will be completed within the first week of the staff member's employment. This form can be customised by various Working Groups/ work areas to ensure that issues specific to their work are included.

Organisation Development staff have an induction program for new staff. The induction session provides general information about the University and Armidale Community.

Staff Name:	Position:
Faculty / School / Directorate / Unit:	

Has new staff member attended any sessions of the ODU General Induction? YES/NO

	Item	Y	N	
1.	Provide copy of OHS statement and / OHS policy.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Inform staff of their duty to ensure health and safety of self and others and duty to co operate and follow reasonable OHS instructions.(s28 WHS Act 2011)	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Direct staff to read OHS information on UNE website including forms checklist and computer workstation set up information.	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Check that chair and computer monitor are correctly adjusted.	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Discuss potential general safety risks associated with the work environment eg storage areas, equipment, access, housekeeping etc.	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Advise on the location of fire exits, fire extinguishers, evacuation assembly point and emergency procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Provide information on the First Aid Officer's contact details and location of first aid kit.	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Discuss health risks.	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Inform staff of health monitoring requirements (if applicable) and hygiene issues and waste disposal.	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Using job description, site specific induction process and/or by visual observation of work area, discuss specific OHS hazard/risks associated with the job.	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Discuss risk management process.	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Discuss Hierarchy of Control and discuss risk control measures currently in place.(elimination, substitution, isolation separation, redesign of engineering controls, administrative controls and protective equipment).	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Identify activities which require documented safe work procedures and explain where SWP documentation is located.			
14.	Make arrangements for training needs analysis and explain the need to	<input type="checkbox"/>	<input type="checkbox"/>	

	document training.			
15.	Identify if WorkCover licences or accreditations are required.			
16.	Show staff member how to access training records	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Explain use and disposal of hazardous substances and show Material Safety Data Sheet register (if applicable)			
18.	Discuss any requirements for personal protective equipment.	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Provide PPE (if applicable) to protect staff from hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Outline staff obligations under OHS, Environmental and Radiation legislation. (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Explain consultation process and the procedures for raising health & safety issues.	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Advise staff of the OHS Working Groups and the OHS representative for their area.	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Explain that UNE has a proactive approach to OHS and that a reward system for meeting positive performance indicators is in place eg Spotlight awards, UNE achiever awards.	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Explain that UNE has a focus on continual improvement and safety innovation is encouraged e.g .NSW Safe work awards			
25.	Explain the purpose and importance of hazard reporting emphasising the importance of pro-activity and prevention.	<input type="checkbox"/>	<input type="checkbox"/>	
26.	Explain the importance of reporting all work related incidents and accidents to the supervisor, especially if involving greater than 7 days lost time. Highlight that it is a legislative requirement	<input type="checkbox"/>	<input type="checkbox"/>	
27.	Discuss the need for time management to avoid workload peaks.			
28.	Inform staff of UNE Return-to-Work program.	<input type="checkbox"/>	<input type="checkbox"/>	
29.	Other	<input type="checkbox"/>	<input type="checkbox"/>	

Employee's Signature :

Supervisor's Signature :

Location :

Date :

Other related documents - 10.02b Commencing employment form

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