This checklist is to assist supervisors/managers to induct all personnel to the immediate work environment upon initial arrival. This includes:

* ‘Workers’ (including permanent, fixed term, casual, volunteer);
* Visitors;
* Post Graduate and HDR students; and
* Contractors.

|  |  |  |  |
| --- | --- | --- | --- |
| **Induction Details** | | | |
| Name of Inductee |  | School/Directorate |  |
| Position |  | Name of Inductor |  |
| Business Name |  | Position |  |
| UNE Work Location |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Induction Items** | | | |
| **Item Discussed** | **Yes** | **No** | **n/a** |
| UNE Work Health and Safety (WHS) Commitment | | | |
| The location of the VC-approved WHS Rule is known i.e. <http://policies.une.edu.au/view.current.php?id=00148> |  |  |  |
| Inductee understands that all WHS related resources (tools and templates) are available via Safety Hub at <http://www.une.edu.au/safety>. Resources are NOT to be saved to hard drives – get the newest resource direct from Safety Hub. |  |  |  |
| The UNE self-help ergonomic checklist has been made available to the inducted via <http://www.une.edu.au/safety/whs-forms/risk-management-forms> |  |  |  |
| Individual Responsibilities | | | |
| Inductee understands their duty to ensure health and safety of self and others, and their duty to cooperate and follow reasonable WHS instructions |  |  |  |
| Reporting | | | |
| The requirement and method for reporting incidents, injuries and hazards is understood i.e. direct to supervisor/manager and to the WHS Team via our reporting software at <http://www.une.edu.au/safety/report-all-injuries-and-hazards> |  |  |  |
| Emergency Procedures | | | |
| Emergency procedures are known |  |  |  |
| The evacuation route and assembly area is known |  |  |  |
| Emergency Warden/s is/are known – please refer to safety noticeboard |  |  |  |
| First Aid Officer is known – please refer to safety noticeboard |  |  |  |
| The location of first aid kits are known |  |  |  |
| Emergency contact numbers are known i.e. 000 in any emergency and 6773 2099 for UNE Safety and Security |  |  |  |
| Inductee has been advised that fire doors may close without warning in the event of a drill or actual evacuation |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Discussed** | **Yes** | **No** | **n/a** |
| Amenities | | | |
| Inductee has been shown where the amenities are including toilets and kitchen, along with drinking water |  |  |  |
| Waste disposal practices have been explained – including sharps and hazardous chemicals, where relevant |  |  |  |
| Consultation | | | |
| Inductee understands who they can report a WHS matter to |  |  |  |
| Inductee has been advised who their [Health and Safety Representative (HSR)](https://www.une.edu.au/safety/safety-reps) is, and how to contact them |  |  |  |
| Hazardous Chemicals (if relevant to job role) | | | |
| Inductor to explain UNE subscription to ChemWatch and access to Safety Data Sheets (SDSs). Relevant training to be organised. |  |  |  |
| Specific induction required for use of Hazardous Chemicals and compressed gases such as Liquid Nitrogen or Dry Ice. |  |  |  |
| Risk Management |  | | |
| Inductee is to participate in additional training specific to the work area or job tasks to be performed (e.g. machinery, equipment, vehicles, PC2) |  |  |  |
| Relevant Job Safety Analysis’ (JSA) and Standard Operating procedures (SOPs) have been reviewed |  |  |  |
| Please list additional induction and training requirements or JSA/SOP details/requirements here | | | |
| Personal Protective Equipment (PPE) requirements have been explained and PPE supplied to the inductee that is fit for purpose |  |  |  |
| Specific licenses or qualifications have been sighted and recorded (on staff files of business unit records), relevant to the job tasks to be performed by the inductee |  |  |  |
| Working with Animals | | | |
| Is the inductee known to be immune to Q Fever?  Immunity is confirmed by a previous diagnosis of Q Fever, a positive skin or blood test or vaccination. If ‘yes’ go to the next section. |  |  |  |
| *If ‘yes’ to the following questions, Q-Fever immunisation will be offered and provided by the University. The Inductor is responsible for making arrangements.* | | | |
| Will the inductee, as part of their work or study, regularly handle ruminant animals or samples of bodily fluids or faeces of ruminant animals? |  |  |  |
| Will the inductee, as part of their work or study, regularly visit intensive animal farms or animal holding, breeding or transportation facilities that are regularly occupied by ruminant animals? |  |  |  |
| Will the inductee, as part of their work or study, regularly visit slaughtering or butchering facilities that process ruminant animals? |  |  |  |
| Will the inductee, as party of their work or study, regularly handle wild mammals (native or feral)? |  |  |  |

|  |
| --- |
| **Item Discussed** |
| If you have special needs relating to mobility, language, vision or hearing impairments, then please contact the WHS Team on x3232 or [whs@une.edu.au](mailto:whs@une.edu.au) if assistance is required. |
| Please make the inductee aware that if they or anyone they are working with could have difficulty evacuating in the event of an emergency then a Personal Emergency Evacuation Plan (PEEP) should be developed. The WHS team is happy to assist with this if needed. |

|  |  |  |  |
| --- | --- | --- | --- |
| Volunteers | | | |
| If the inductee is a volunteer please ensure WHS F034 Volunteer Acknowledgement Form is completed. The volunteer inductee understands that they are not covered by the UNE Workers Compensation Insurance |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sign off** | | | |
| Inductee name |  | Inductor name |  |
| Inductee signature |  | Inductor signature |  |

|  |
| --- |
| ***Records Storage Instructions*** |
| *This completed form must be recorded in TRIM Container A16/4341 utilising a TRIM license in your School/Business Unit. Only the HR Team is able to* ***view*** *records in this container.* |