

Local Work Health and Safety Induction Checklist \*

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| **NAME:** Click or tap here to enter text. | **POSITION:** Click or tap here to enter text. |
| **START DATE:** Click or tap to enter a date. | **COLLEGE/PORTFOLIO:** Click or tap here to enter text.  **LOCATION:** Click or tap here to enter text. |

This checklist will assist Managers/ Supervisors to ensure that general WHS information is provided.

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| **All new staff (Academic, Professional, Casuals) and Research Higher Degree Students are required to complete** this Local Work Health and Safety Induction**.** | | **C****ompleted?** |
| **Emergency, First Aid and Security Provisions** | |  |
| Emergency procedures - including medical and fire alarm [Emergency procedures -](https://staff.flinders.edu.au/workplace-support/whs/emergency-fire-safety/evacuation-videos) [Flinders University](https://staff.flinders.edu.au/workplace-support/whs/emergency-fire-safety/evacuation-videos) & [Emergency evacuation videos](https://staff.flinders.edu.au/workplace-support/whs/emergency-fire-safety/evacuation-videos) | | -Select - |
| Shown location of emergency exits, emergency posters and assembly points | | -Select - |
| Wardens for the building – [Chief Wardens](https://staff.flinders.edu.au/workplace-support/whs/emergency-fire-safety/building-wardens) | | -Select - |
| Advised the of name local [First Aiders](https://staff.flinders.edu.au/workplace-support/whs/emergency-fire-safety/first-aid) | | -Select - |
| [Security](https://www.flinders.edu.au/campus/bedford-park/facilities-services/security) on relevant campus/site - specify if not Bedford Park 24/7 Security number for Bedford Park is (8201 2880) | | -Select - |
| Emergency response – where relevant e.g. spill kits, safety showers, emergency shut off. | | -Select - | |
| **General Work Health & Safety** | | **Completed?** |
| [Work Health and Safety web site](https://staff.flinders.edu.au/workplace-support/whs) – covers policy, procedures and checklists | | -Select - |
| Reporting of accident/ incidents and hazards – via [FlinSafe](https://staff.flinders.edu.au/workplace-support/whs/report-accident-incident-hazard/flinsafe) | | -Select - |
| [Employee Assistance Programme](https://staff.flinders.edu.au/workplace-support/whs/health-and-wellbeing/employee-assistance-programme) (EAP) – staff only [Health & Counselling](https://students.flinders.edu.au/support/hcd) - students | | -Select - |
| [Health & Safety Representatives](https://staff.flinders.edu.au/workplace-support/whs/whs-system-roles-responsibilities/health-safety-representatives) (HSR) - staff | | -Select - |
| What to do if you sustain a [Workplace Injury - Recovery & Return to Work - staff](https://staff.flinders.edu.au/workplace-support/whs/injury-management) | | -Select - |
| [Health and Wellbeing – staff only](https://staff.flinders.edu.au/workplace-support/whs/health-and-wellbeing) | | -Select - |
| [WHS Unit contacts](https://staff.flinders.edu.au/workplace-support/whs/contact-whs) | | -Select - |
| **Additional Instruction, Training or Competencies** | | **Completed?** |
| Additional instruction, training or competencies maybe required prior to undertaking the work. The Supervisor/ Managers must make sure that any relevant instruction/ training/ or licensing is identified, completed and recorded. See [WHS training](https://staff.flinders.edu.au/workplace-support/whs/induction-and-training) for further information or log onto [iEnrol](https://www.flinders.edu.au/staffdev/index.php/login) (safety training is located under EO & WHS). | | -Select - |
| *Training should be recorded as part of* [*training plan*](https://staff.flinders.edu.au/workplace-support/whs/induction-and-training) | |  |

WHS Induction Checklist - 2025, revised 14/1/2025

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| **Job Specific Work Health & Safety Information** | | **Completed?** | |  |
| Area/ Job specific hazards relevant to your work must be covered by your supervisor and they must explain controls required to work safely. Examples of hazards may include, but is not limited to: | | |  |  | |
| * Location of health and safety information such as Risk Assessments and Safe Work Procedures. | | | -Select - |
| * [Office Ergonomics](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/office-safety-workstation-assessments) including completed [Self-Assessment for Workstations](https://staff.flinders.edu.au/content/dam/staff/documents/whs/checklists/self-assessment-workstation-checklist.pdf) | | | -Select - |
| * Manual Handling (repetitive or [Hazardous Manual Tasks)](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/hazardous-manual-tasks) | | | -Select - |
| * [Plant](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/plant-safety) and tools – location of Risk Assessments and Safe Work Procedures explained. | | | -Select - |
| * [Hazardous Chemicals](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/hazardous-chemicals-safety) – Chemwatch, Safety Data Sheets, location of Risk Assessments and Safe Work Procedures explained. | | | -Select - |
| * [Driving](https://www.flinders.edu.au/content/dam/documents/staff/policies/health-safety/driver-vehicle-safety-procedures.pdf), [Field trips](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/field-trips) or [International Travel](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/international-travel) outlined. | | | -Select - |
| * [Diving](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/diving) or [Boating Operations](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/boats-and-boating-activities) | | | -Select - |
| * [Electrical safety](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/electrical-safety) | | | -Select - |
| * [Biological/ Biosafety](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/biosafety) | | | -Select - |
| * [Radiation](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/radiation-safety) | | | -Select - |
| * Personal Protective Equipment that maybe required | | | -Select - |  | |
| * Other Hazards (List): | Click or tap here to enter text. | | -Select - |  | |
| **Need More Information? Book an appointment with your Area WHS Contact** [**whs@flinders.edu.au**](mailto:whs@flinders.edu.au) **or**  **call**  **WHS Unit- 82013024** | | | | | |

Please attach in **ServiceOne** under **WHS inductions** and submit the ServiceOne to your supervisor for sign off.

# Induction– Explanatory notes for Work Health & Safety Checklist

The supervisor/manager is responsible for induction of all new staff & Research Higher Degree Students. They must ensure the WHS Induction Checklist is completed and a record maintained.

The University [*New Staff Induction*](https://www.flinders.edu.au/staffdev/index.php/course/NSI)in FLO covers generic WHS information including WHS systems, roles and responsibilities and how to report accident / incidents and hazards. It must be completed by all new staff **–** it does not replace this Local Area Induction Checklist

# Delegation of Induction Process

Supervisors can delegate to other staff members responsibility for general aspects of the induction (includes Emergency, First Aid and Security and General WHS information) however the supervisor remains responsible for ensuring that the process is completed.

# Supervisor’s Responsibilities

Supervisors are responsible for informing new staff, students and others about the local work area and advising of any hazards associated with the area/work/research/ study. This should include identifying any controls that are to be used to allow the work to be undertaken safely.

Risk Assessments and any relevant Safe Work Procedures or safety documentation must also be discussed.

Staff members who have delegated authority to conduct aspects of induction must have the relevant knowledge and technical expertise where necessary.