

## Local Work Health and Safety Induction Checklist \*


<b>NAME:</b>	<b>POSITION:</b>
<b>START DATE:</b>	<b>COLLEGE/PORTFOLIO:</b>
	<b>LOCATION:</b>

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

<b>All new staff (Academic, Professional, Casuals) and Research Higher Degree Students are required to complete this Local Work Health and Safety Induction.</b>	Completed?
<b>Emergency, First Aid and Security Provisions</b>	
Emergency procedures - including medical and fire alarm <a href="#">Emergency procedures - Flinders University &amp; Emergency evacuation videos</a>	
Shown location of emergency exits, emergency posters and assembly points	
Wardens for the building – <a href="#">Chief Wardens</a>	
Advised the of name local <a href="#">First Aiders</a>	
<a href="#">Security</a> on relevant campus/site - specify if not Bedford Park 24/7 Security number for Bedford Park is (8201 2880)	
<b>General Work Health &amp; Safety</b>	Completed?
<a href="#">Work Health and Safety web site</a> – covers policy, procedures and checklists	
Reporting of accident/ incidents and hazards – via <a href="#">FlinSafe</a>	
<a href="#">Employee Assistance Programme</a> (EAP) – staff only <a href="#">Health &amp; Counselling</a> - students	
<a href="#">Health &amp; Safety Representatives</a> (HSR) - staff	
What to do if you sustain a <a href="#">Workplace Injury - Recovery &amp; Return to Work - staff</a>	
<a href="#">Health and Wellbeing – staff only</a>	
<a href="#">WHS Unit contacts</a>	
<b>Additional Instruction, Training or Competencies</b>	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 <a href="#">WHS training</a> for further information or log onto <a href="#">iEnrol</a> (safety training is located under EO & WHS).	
<i>Training should be recorded as part of training plan</i>	

Job Specific Work Health & Safety Information	Completed?
<p>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:</p> <ul style="list-style-type: none"> <li>• Location of health and safety information such as Risk Assessments and Safe Work Procedures.</li> <li>• <a href="#">Office Ergonomics</a> including completed <a href="#">Self-Assessment for Workstations</a></li> <li>• Manual Handling (repetitive or <a href="#">Hazardous Manual Tasks</a>)</li> <li>• <a href="#">Plant</a> and tools – location of Risk Assessments and Safe Work Procedures explained.</li> <li>• <a href="#">Hazardous Chemicals</a> – Chemwatch, Safety Data Sheets, location of Risk Assessments and Safe Work Procedures explained.</li> <li>• <a href="#">Driving</a>, <a href="#">Field trips</a> or <a href="#">International Travel</a> outlined.</li> <li>• <a href="#">Diving</a> or <a href="#">Boating Operations</a></li> <li>• <a href="#">Electrical safety</a></li> <li>• Other Hazards (List):</li> </ul>	
Work in higher risk areas e.g. Laboratories, workshops, maintenance	Complete?
Access - Entry/ Exit Procedures discussed	
Personal Protective Equipment that maybe required	
Emergency response – e.g. spill kits, safety showers, emergency shut off.	
<p>Specific hazards identified in the area/ job:</p> <ul style="list-style-type: none"> <li>• <a href="#">Hazardous Chemicals</a></li> <li>• <a href="#">Biological/ Biosafety</a></li> <li>• <a href="#">Radiation</a></li> <li>• <a href="#">Plant safety</a> e.g. – Pressure, High voltage, rotating, noisy</li> <li>• <a href="#">Electrical</a></li> <li>• Other (list)</li> </ul>	

**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**

Supervisor to retain all signed sheets.

Signed (Supervisor or Delegate)

Date

Signed (Staff Member/Student)

Date

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### **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](#) 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.