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| https://www-p.unisa.edu.au/styleguide/logos/images/logo_unisa_RGB-blue.png | **WORK HEALTH SAFETY & INJURY MANAGEMENT  INDUCTION CHECKLIST**  **(To be completed during the first week of employment/transfer)** | **WHS23** |

*Note: This Checklist supports the* [*WHS Induction and Training Procedure*](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/procedures/safety-and-wellbeing/induction_and_training.pdf)

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| **Workplace:** Enter details | **Location:** Enter details. | | | **Date:** Enter date. |
| **Name:** Enter details. | | **Commencement/Transfer Date:** Enter date. | | |
| **Position/Work Assignment:** Enter details. | | **Manager/Supervisor:** Enter details. | | |
| 1. **Work areaOrientation** | | | | |
| Tour of the work area. | | | Introduce to elected Health & Safety Representative (where applicable) | |
| Introduce to staff in the work area | | | Show amenities | |
| 1. **Health Safety & Injury Management** | | | | |
| **Procedure *(Check off University Policy and Procedural requirements)*** | | | **Local Processes and Arrangements *(Check off the following where risk specific work is performed)*** | |
| Explain the [HS&IM Policy](http://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/policy-and-planning/) | | | Explain inherent hazards present in the work area. | |
| Explain [HS&IM Responsibilities](http://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/responsibilities/) | | | Explain the work practices for particular work. | |
| Show the University [Safety & Wellbeing website](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/) and [WHS procedures](https://i.unisa.edu.au/staff/ptc/resources/whs-resources/whs-system-procedures/) | | | Explain relevant Standard Operating Procedures. | |
| Explain the requirement to report hazards or incidents via the online [Hazard/Incident Reporting & Investigation System](https://safety.unisa.edu.au/unisa/#/main). Refer to the [Hazard/Incident Reporting and Investigation procedure](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/procedures/safety-and-wellbeing/incident_hazard_reporting_investigation.pdf/). | | | Inform process for accessing chemical Safety Data Sheets (SDS) via Chemwatch or hardcopies. | |
| Explain the [Safety & Wellbeing Induction and Training program](http://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/) and the requirement to complete the mandatory **‘**[**Safety & Wellbeing at UniSA**](https://lo.unisa.edu.au/enrol/index.php?id=15399)**’** online training module (formerly ‘Health & Safety Fundamentals’). **(Sessional/casual staff may access the module at their discretion)** | | | Provide instruction on Safety Data Sheets. | |
| Recommend completion of the [‘Office Ergonomics’](https://lo.unisa.edu.au/enrol/index.php?id=15394) online training module to gain an understanding of good workstation setup and tips to minimise risk. | | | Communicateany confined/restricted spaces. | |
| Explain the requirement to complete the [Workstation Self-Assessment Checklist](https://bpi.unisa.edu.au/suite/tempo/actions/item/koBENnJnQZs7XavkrLzR2rXsYtmS5DIdeIgXY-MTrslx5IPjLU0Z5uVXI4j_ple3yD5pNH-zh9AaEa7qxGELNY4mBaIt_NgXRpByQ) to maximise comfort while using screen-based equipment. | | | Communicate any Danger & Out of Service Tags/Locks. | |
| Provide information on the [WorkPace](http://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/safety-and-wellbeing/workpace_software.pdf) software designed to minimise risk of musculoskeletal disorders. | | | Explain any licences/certification requirements for  the position or task/s to be performed. | |
| Provide information on the [Disability](https://i.unisa.edu.au/staff/ptc/resources/whs-resources/disability-resources/) support available. | | | **Emergency & First Aid Procedures** | |
| Recommend the [Injury Management](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/injury-management/) webpage outlining what to do if injured at work. | | | Explain the building's [emergency evacuation](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/procedures/safety-and-wellbeing/induction_and_training.pdf) procedure and communicate emergency exit areas. | |
| Identify further training using the [Training Needs Guide](http://i.unisa.edu.au/siteassets/human-resources/ptc/files/forms/safety-and-wellbeing/whs13.docx). | | | Refer to the [First Aid in the Workplace](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/procedures/safety-and-wellbeing/first_aid_in_workplace.pdf) procedure. | |
| Explain the [Employee Assistance Program (EAP)](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/wellbeing/employee-assistance-program/). | | | Arrange a [Personal Emergency Evacuation Plan (PEEP)](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/forms/safety-and-wellbeing/whs82.doc) where required. | |
| Explain the University has a [smoke free work environment](https://www.unisa.edu.au/visit/Smoke-Free-Campus/). | | | Communicate emergency personnel details e.g. chief warden, emergency wardens, first aid officers. | |
| Explain the [SafeZone](https://i.unisa.edu.au/staff/facilities/security/safezone/) smartphone app for use on all UniSA campuses. | | | Communicate the location of the first aid kit and automated electronic defibrillator (where applicable). | |
| 1. **FOLLOW-UP AFTER ONE WEEK** | | | | |
| **Safety & Wellbeing at UniSA** mandatory online training module has been completed.  Workstation Self-Assessment Checklist has been completed and any action required is addressed.  Where applicable, a PEEP has been organised. | | Other [WHS&IM training needs](http://i.unisa.edu.au/siteassets/human-resources/ptc/files/forms/safety-and-wellbeing/whs13.docx) have been identified for completion and incorporated into staff development plans.  Questions raised by the inductee (including work practices/procedures) have been addressed. | | |
| 1. **RECORD MANAGEMENT - *Retain this completed checklist locally*** *(Either in hard copy or filed electronically)* | | | | |
| Manager/Supervisor Signature: Enter details | | Employee Signature: Enter details | | |
| Manager/Supervisor Name: Enter details | | Employee Name: Enter details | | |
| Date: Enter date. | | Date: Enter date. | | |