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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**
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| [ ]  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**
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| **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 forthe 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**
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| [ ]  **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)*
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| Manager/Supervisor Signature: Enter details | Employee Signature: Enter details |
| Manager/Supervisor Name: Enter details | Employee Name: Enter details |
| Date: Enter date. | Date: Enter date. |