

OHS induction checklist to be completed in conjunction with OHS Advisor. If a group of people are inducted at the same time, record attendance on a list and attach a copy of this checklist.

Local OHS induction checklist should be retained within the department/unit.

### **1. Personnel Details**

Person providing Induction:	Date:
Department/Unit:	Location (Building/Level):
<b>Inducted person's name:</b>	Staff/Student no:
Supervisor's name:	Inducted person's email:
Inducted person's signature:  <i>By signing this checklist inducted person agrees to follow the UoM and local OHS requirements.</i>	Circle/tick applicable:  <input type="radio"/> Staff <input type="radio"/> Casual <input type="radio"/> Student <input type="radio"/> Visitor

### **2. Introduction**

Local induction is required when:

- New staff/student\*/visitor\*\* commence with the UoM, or
- Existing staff/student/visitor are relocated to a new work environment, or
- The existing work environment and/or work activities are significantly altered

Definition:

\* = Student is commonly (but not limited to) a post graduate student who works unsupervised

\*\* = Visitor is a person who works (e.g. conducting research) unsupervised for a period <3 months

The checklist below should be completed in conjunction with local unit or Human Resources (HR) Induction Compliance Checklists (<http://hr.unimelb.edu.au/advice/toolkits/recruitment/induction>)

Reference: OHS Policy: <https://policy.unimelb.edu.au/MPF1205>

### **3. Local Health and Safety Induction Checklist**

Person inducted	Checklist to complete
Visitor working in office area Existing office based staff/students who have been relocated	Table 1
New staff/student working in office area	Table 1 & 2

All staff/students/visitors are expected to take reasonable care of their own health and safety and also others. They are also required to comply with any directions in the UoM OHS requirements.

## I 8 – Local OHS Induction Checklist

<b>LOCAL OHS INDUCTION CHECKLIST</b>			
Requirement	Description	Status	
		Yes	N/A
<b>Table 1</b>			
Emergency Procedures	<ul style="list-style-type: none"> <li>- Explain emergency procedure, emergency numbers, assembly area</li> <li>- Show floor plan, emergency personnel and contact numbers, location of first aid kits, emergency equipment (e.g. break glass alarm)</li> </ul>		
Local OHS procedures and Risk Management	<ul style="list-style-type: none"> <li>- Identify the Risk Register for the local area</li> <li>- Identify if there is any potential health hazard that requires monitoring</li> <li>- Outline any specific risks and control measures for local area</li> </ul>		
Hazard and incident reporting	<ul style="list-style-type: none"> <li>- Outline the procedure for reporting any hazards and incidents. i.e. to the Supervisor, Themis, timeline of reporting <a href="https://safety.unimelb.edu.au/tools/incident/">https://safety.unimelb.edu.au/tools/incident/</a></li> </ul>		
Health Hazards	<ul style="list-style-type: none"> <li>- Staff – complete HR15 form (HHAQ) and return to HR</li> <li>- Students – complete faculty Health Information form (I2)</li> </ul>		
Electrical safety	<ul style="list-style-type: none"> <li>- All electrical equipment must be tested and have a current tag.</li> <li>- TAGOUT any faulty, damaged or broken equipment and remove from use. Report to supervisor or OHS Advisor. Unsafe equipment must not be used (e.g. extension cords with exposed wires)</li> </ul>		
Staff facilities	<ul style="list-style-type: none"> <li>- Explain hazards and control measures in staff room/kitchen (e.g. hot water system, electrical appliances, etc) and in common areas (e.g. shredder, guillotine, compactus, etc).</li> </ul>		
Security and access	<ul style="list-style-type: none"> <li>- Outline the security and access arrangement of the building.</li> <li>- After Hours policy : Complete <a href="#">L9 Afterhours v.5.4 0.pdf</a></li> <li>- Unisafe app found at: <a href="http://safercommunity.unimelb.edu.au/">http://safercommunity.unimelb.edu.au/</a></li> </ul>		
Smoking policy	<ul style="list-style-type: none"> <li>- UoM is tobacco free. Smoking is only permitted at designated areas</li> <li>- <a href="http://tobaccofree.unimelb.edu.au/">http://tobaccofree.unimelb.edu.au/</a></li> </ul>		
Manual handling and Ergonomics	<ul style="list-style-type: none"> <li>- Discuss the issues of manual handling in relation to their work. Complete a workstation self-assessment checklist &amp; return it to the OHS Advisor.</li> <li>- <a href="https://staff.unimelb.edu.au/health-safety-wellbeing/health-wellbeing/set-up-your-workstation">https://staff.unimelb.edu.au/health-safety-wellbeing/health-wellbeing/set-up-your-workstation</a></li> </ul>		
<b>Table 2</b>			
OHS Policy and Procedures	<ul style="list-style-type: none"> <li>- University OHS Policy: <a href="http://safety.unimelb.edu.au/publications/procedure/">http://safety.unimelb.edu.au/publications/procedure/</a></li> <li>- Faculty Intranet: OHS</li> </ul>		
OHS Training	<ul style="list-style-type: none"> <li>- Training Needs Analysis – Identify mandatory training requirements to be completed within 6 weeks of commencement.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Roles and Responsibilities (Supervisors/Staff/RHD students)</li> </ul>		
	<ul style="list-style-type: none"> <li>• Roles and Responsibilities for Honours or Scholarly Selective Students</li> </ul>		
	<ul style="list-style-type: none"> <li>• Manual Handling and Ergonomics (All)</li> </ul>		
	<ul style="list-style-type: none"> <li>• Risk Management (Supervisors/Managers)</li> </ul>		
	<ul style="list-style-type: none"> <li>• Incident Reporting and Investigation (Supervisors/Managers)</li> </ul>		
Consultation	<ul style="list-style-type: none"> <li>- Explain the consultative arrangement of the UoM: Local OHS committee, designated work group, health and safety representative.</li> <li>- Show the OHS Noticeboard</li> </ul>		
Issue resolution	<ul style="list-style-type: none"> <li>- Outline the health and safety issue resolution procedure <a href="http://safety.unimelb.edu.au/publications/procedure/issue-resolution/">http://safety.unimelb.edu.au/publications/procedure/issue-resolution/</a></li> </ul>		
Workplace bullying and occupational violence	<ul style="list-style-type: none"> <li>- Outline the UoM Equal Opportunity policy, Discrimination, Sexual Harrassment and Bullying Procedures: <a href="https://policy.unimelb.edu.au/MPF1241">https://policy.unimelb.edu.au/MPF1241</a></li> <li>- Staff to complete: Promoting Positive Workplace Behaviours training</li> </ul>		