



New Employee
Workplace Health and Safety Induction Checklist

Employee Name: _____

Position: _____

Organisational unit: _____

Location: _____

To the New Employee:

The University has an obligation to its employees under the Workplace Health and Safety Act. To meet its obligations the University has an induction program to provide you with a knowledge of occupational health and safety factors in the workplace.

As an employee of the University you have an obligation to follow safe working procedures at all times, and to take all reasonable precautions to prevent personal injury or injury to others and damage to plant and equipment. This is your checklist and it requires you to tick off each action as it is completed. Check with your supervisor on any actions which are not completed by the end of the first week. The Workplace Health and Safety Officers is also available to discuss health and safety issues.

When completed, the checklist will be retained by your supervisor.

First Day

1. Details of Emergency Actions

- I have received a copy of the Fire and Emergency Evacuation Procedures Guideline and am familiar with the ‘Action by Individual Occupants’ section
- The local emergency arrangements have been explained to me and I understand the use and location of emergency procedures cards

Employee’s
Initials

- Also I know the location of the following:
 - The nearest fire extinguisher to the workplace
 - The location of emergency equipment relevant to my work
 - The nearest first aid officer and first aid kit
 - The nearest emergency exits for my work area
 - Any isolating electrical switches and gas taps relevant to my work area
- The operation of fire extinguishers and other emergency equipment has been demonstrated to me

2. My supervisor has described the following responsibilities and procedures to me:

- Procedures for reporting hazards and unsafe work procedures
- My responsibility to report all work related accidents, illnesses and injuries on the Accident, Injury and Incident Report form

3. Personal Protective or Monitoring equipment

My supervisor has:

- Provided me with any necessary personal protective equipment (eye protection, hearing protection, lab coats etc.) and ensured a proper fit
- Provided me with necessary monitoring equipment (radiation dosimeter badges etc.)
- Discussed with me the correct manner of use, storage and maintenance of the above equipment and demonstrated how to use it.
- Checked that I am able to carry out my duties in a safe manner

First Week

4. General Safety

My supervisor has discussed with me:

- The occupational health and safety responsibilities of the position including, if relevant, duties in relation to staff supervision
- Procedures for the lodgement of workers' compensation claims and the workplace rehabilitation process
- Access to laboratories, workshops and other specialised facilities
- If relevant, correct methods of waste disposal
- General safety and house keeping procedures

- Personal safety including: long hair and jewellery in relation to hazardous machinery, proper work attire, alcohol at work, correct footwear and contact lenses.
- Specific hazards that may be encountered and demonstrated safe operating procedures
- Where hazardous substances are used in the course of my work, the supervisor has advised me how to access material safety data sheets for these substances
- Procedures for risk assessment relevant to my work
- How to access OHS resources and obtain advice on general and specific safety topics

5. I have been introduced to the following people and had their role explained to me:

- The Workplace Health and Safety Officer for the school or division
- The Workplace Health and Safety Representative (if one has been elected)
- The fire warden for my work area
- The nearest first aid officer

6. The following information has been provided to me by my supervisor:

- An outline of the University's occupational health and safety structures
- A list of the members of the department's or section's occupational health and safety committee
- Procedures in the Department/Section for resolving occupational health and safety issues
- The University Occupational Health and Safety Policy
- The current list of University occupational health and safety policies and guidelines
- The Rehabilitation Policy and Guideline
- The Alcohol, Tobacco Smoking and other Drugs Policy

7. Where working in a noise hazard area, I have been referred for audiometric testing

Supervisor _____

Induction Officer _____ Employee _____

Date: _____

Date: _____

Workplace Health & Safety Induction Checklist URL's (2006):

OH&S Induction Checklist

<http://www.uq.edu.au/ohs/pdfs/employeechecklist.pdf>

Fire & Emergency Evacuation Procedures Guideline

http://www.uq.edu.au/ohs/pdfs/fire_emergency.pdf

Policy for reporting Hazards & Unsafe Work Practices

<http://www.uq.edu.au/ohs/pdfs/worksgline.pdf> (Policy)

<http://www.uq.edu.au/ohs/pdfs/hazreport.pdf> (Hazard Report Form)

Policy for reporting work related Accidents, Illnesses & Injuries

<http://www.uq.edu.au/ohs/pdfs/worksgline.pdf> (Policy)

<http://www.uq.edu.au/ohs/pdfs/accida.pdf> (Accident, Illness & Injury Report Form)

OH&S Responsibilities for Supervisors

<http://www.uq.edu.au/ohs/index.html?page=34977&pid=29596>

OH&S Responsibilities for Individual Staff

<http://www.uq.edu.au/ohs/index.html?page=34975&pid=29596>

Workers Compensation Claims & Workplace Rehabilitation Process

(Note: UQ Self-Insures for Workers Compensation)

<http://www.uq.edu.au/ohs/index.html?page=29905>

UQ Waste Disposal Procedures (Contained within EMS Manual)

(Supervisor must discuss local procedures as well)

<http://www.pf.uq.edu.au/Ems/Generic/WstePrgrm.pdf>

Material Safety Data Sheets (Chemistry/Chemwatch Site)

<http://hazsafety.pf.uq.edu.au/chemwatch/>

Risk Assessment & Risk Management Guidelines

<http://www.uq.edu.au/ohs/pdfs/ohsriskmgt.pdf>

Access to OH&S Unit (for Resources & Advice)

<http://www.uq.edu.au/ohs/>

OH&S Consultative Structures & Roles

<http://www.uq.edu.au/ohs/pdfs/consultstructures.pdf>

OH&S Policy

<http://www.uq.edu.au/ohs/index.html?id=34980>

OH&S Policies & Guidelines (List Current 2006)

<http://www.uq.edu.au/ohs/index.html?page=29593>

Workplace Rehabilitation Policy & Guidelines

<http://www.uq.edu.au/ohs/pdfs/rehabpol.pdf>

Alcohol, Tobacco Smoking & other Drugs Policy

<http://www.uq.edu.au/hupp/index.html?page=25058&pid=0>

Hearing Conservation Policy

(Contains Hearing Test Referral Form)

<http://www.uq.edu.au/ohs/pdfs/hearin.pdf>

Hearing Testing Policy

<http://www.uq.edu.au/ohs/pdfs/hearingtest.pdf>