

## HEALTH SAFETY AND WELLBEING – LOCAL HSW INDUCTION/ORIENTATION

This template will assist Line Managers/Supervisors (or delegate) to ensure that the general HSW information has been provided. This information may be provided one-on-one, or as a group (e.g. lecture), on-line, email, brochure and/or website.

**Explain to the worker(s):**

All new staff are required to complete the HSW Web-based induction during the first 3 months of employment	
<input type="checkbox"/>	The Corporate University HSW induction information (located <a href="#">HSW Web-based induction</a> ) provides generic information on the HSW systems in place, HSW roles and responsibilities, how to report and incident/injury and other HSW information regardless of the role and area of work.
Local Health and Safety Information	
<input type="checkbox"/>	The nature and location of hazards in the area of work, including a brief summary of any activities/items listed on the local Hazard Listings and the control measures in place if applicable); [Insert or attach the relevant Hazard Listing(s)]
<input type="checkbox"/>	The location of health and safety information (if relevant/applicable) e.g. hazard listings, risk assessments, safe operating procedures, safety data sheets, chemical registers, how to access ChemWatch. [Insert – local arrangements/systems]
<input type="checkbox"/>	The names of key health and safety personnel (as applicable)
	<a href="#">Health, Safety and Wellbeing Team</a> – point of contact [Insert]
	Health and Safety Representative [Insert]
	First Aid Officer(s) and Location of the first aid kit. [Insert]
	Floor Warden(s) [Insert]
<input type="checkbox"/>	That additional instruction (Induction and/or Proficiency) or Training (Competencies/licences/qualifications), may also be required before the staff member undertakes a task, if: <ul style="list-style-type: none"> <li>they are working with Hazardous Chemicals; and/or</li> <li>a level of proficiency is identified on a risk assessment as a control measure; and/or</li> <li>a risk assessment for the activity has a residual risk of high or very high; and/or</li> <li>the WHS legislation requires the worker to be assessed as competent (i.e. formal training by an authorised or Nationally Recognised Training Organisation who will provide them with a statement of attainment, qualification or licence following successful completion of the training.)</li> </ul> Workers and Managers/Supervisors are to ensure that this instruction/training is scheduled, completed prior to undertaking the task and recorded where required in accordance with the <a href="#">Provision of HSW information, instruction and training</a> chapter. For further information refer to your <a href="#">HSW Contact</a> (as applicable to your area).
<input type="checkbox"/>	How to raise/report a HSW issue e.g. a hazard (potential risk of injury/illness), add an agenda item for discussion at a relevant Committee, the requirement to report a work related incident/injury as soon as possible and who to report to. [Insert]
<input type="checkbox"/>	The importance of discussing any specific requirements if you have a disability and require additional assistance in your role. e.g. building access, workstation modification, procedures for emergency evacuation with your Manager/Supervisor.
<input type="checkbox"/>	How to set-up the <a href="#">workstation</a> if required (e.g. includes equipment, ergonomic set-up).
Emergency Management (Explain and/or conduct a site tour)	
<input type="checkbox"/>	Procedure(s) on hearing an alarm e.g. Fire (single alarm or Beep.Beep.Whoop.Whoop), duress alarm, gas alarm etc.
<input type="checkbox"/>	The location of the Emergency Evacuation Posters & Emergency Colour Charts with a brief explanation of Code Blue, Code Red etc.
<input type="checkbox"/>	The location of the Emergency Exits & External Assembly Area(s) and Break-Glass/Duress/Gas alarms/isolation points etc
<input type="checkbox"/>	Security arrangements for the building/area of work (e.g. swipe card access), working in isolation, after hours.
<input type="checkbox"/>	Emergency spill kit location and response (if applicable).
Other (Please add additional local HSW information if applicable)	
<input type="checkbox"/>	
<input type="checkbox"/>	

HSW Handbook	Provision of HSW Information, Instruction and Training	Effective Date:	20 March 2017	Version 1.1
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Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			