EVENTS SAFETY MANAGEMENT : INDUCTION CHECKLIST   APPENDIX C

This Induction checklist provides a prompt for the minimum information to be provided but can be
further customised by your area if required. A system for induction is to be in place to meet the requirements
of the HSW Handbook chapter Provision of HSW information, instruction and training
This information may be provided one-on-one, or as a group (e.g. lecture), on-line, email, brochure and/or website.

EVENT _____   **Date :**   /   /

University delegate (e.g. Event Co-ordinator) has :
❑ Explained procedures for access to the venue/area

❑ Explained security provisions
   ❑ Requirement to wear identification badges (if applicable) or other local arrangements (e.g. swipe card, access).
   ❑ Introduction/Identification of key personnel/staff
   ❑ Procedure for returning badges (if applicable)

❑ Explained Risk Management requirements, roles and responsibilities as per the Safety Management Plan/Risk Assessment
❑ Explained how to report a Safety Issue or incident

❑ Explained Emergency and Evacuation procedures
   ❑ Methods of communication and identification of key personnel
   ❑ Emergency contact numbers
   ❑ Roles and responsibilities of Security, and the Chief Warden, Warden structure where applicable
   ❑ Arrangements for person(s) with a disability if applicable
   ❑ Arrangements for first aid

❑ Explained requirements for the tagging of electrical equipment (e.g. portable electric appliances) if bringing equipment on site.
❑ Explained requirements for the supervision of children under 18 years (if applicable)
❑ Explained requirements for vehicles on site (if not addressed in the Safety Management Plan/Traffic Management Plan/Risk Assessment)

❑ Provided a tour of the site/area which includes :
   ❑ Location of facilities and amenities
   ❑ Location of first aid and emergency equipment (including Manual Call Points, extinguishers, access and egress points etc)
   ❑ Location of evacuation Assembly Area
   ❑ Areas where there are specific warning signs and instructions
   ❑ Restricted areas (unless authorised by the Event Co-ordinator)

❑ Checked all licenses/permits are on file and/or security has been arranged where applicable to the event.
❑ Explained requirements for media management (if applicable).
❑ Checked that phone contact details are current and hirer/key personnel can be contacted if required during the event.
❑ Other information

Optional		
UNIVERSITY DELEGATE (i.e. person conducting the induction)	**CONTRACTOR/VOLUNTEER/ATTENDEE**	
	Print Name	**Name of Employer or position/role**
_____ Name (Please print)		

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