



Health and Safety Induction: For Office-based Workers

Supervisor to complete with new staff member

Note: Supervisors are responsible for inducting new workers including contractors, agency staff, volunteers or work experience students. This form should be returned to the person looking after the local area training records for recordkeeping

Identification

Worker's Name:	Position title:
Supervisor's name:	Position title:
Faculty/Division:	School/Unit:

The supervisor must explain the following to workers:

Tick if complete

1. Demonstrate how to access the UNSW Health & Safety Policy and the [UNSW Environment Policy](#)

2. Provide worker with information on the Hazards & Risks involved in their job and working in an Office environment:

a)

how worker how to access "Office Safety Toolkit" on the UNSW Health & Safety website

- Show worker where to find information on "Office Hazards & Risks"
- Show worker where to find information on "Controls/Preventative Measures"
- Show worker where to find information on "Workstation Set up"

3. Will the worker be involved in tasks/activities outside the normal office environment?

E.g. Attending a conference, field/research trips, travelling overseas.

Yes/No

If YES, Supervisor needs to discuss with the worker what activities they will be involved in, the associated hazards & risks involved (see Risk Management forms in "Office Safety Toolkit" and what preventative measures need to be taken to reduce the risks identified.

a)

how worker where to find Risk Management forms for:

<ul style="list-style-type: none"> • off-site travel • overseas travel 	<input type="checkbox"/>
<p>4. Provide worker with information on hazards & precautions to take when using office equipment</p> <p>(a) how worker where to find safety signs for office equipment in “Office Safety Toolkit”</p>	<input type="checkbox"/>
<p>5. Health, Safety & Environment Training: Advise worker what compulsory HSE training courses they must complete during the first 3 months. Show worker how to locate and enrol for training using myUNSW</p> <p>The following training must be completed within first 3 month probationary period:</p> <ul style="list-style-type: none"> • HS Awareness (on-line course) • Environmental Awareness • Ergonomic training • Other (as per local training needs) <p>Full Time & Part-time employees: You will be automatically enrolled on the Monday after 1 first pay.</p> <p>Contractors: must contact the H&S Unit ohs@unsw.edu.au with their z id number to be enrolled.</p> <p>Casual employees: Casual employees working less than 7 hours per week are exempt from this training. A casual working more than 7 hours per week must contact UNSW Health & Safety ohs@unsw.edu.au with their z id number to be enrolled.</p>	<input type="checkbox"/>
<p>6. Workstation Checklist: Check if worker has completed a self-assessment of their computer workstation, using the HS114 Workstation Checklist. This checklist must be completed within the first 3 months of employment.</p>	<input type="checkbox"/>
<p>7. How to report work and environment related hazards, incidents, injuries, illnesses using the online reporting system:</p>	<input type="checkbox"/>
<p>8. How does the worker raise a Health Safety and Environmental issue in their workplace?</p> <ul style="list-style-type: none"> • Worker raises the issue directly with the supervisor first • Worker may also raise issue with their work group’s Health & Safety representative <p>Refer worker to HS337 Health & Safety Consultation Procedure for more detailed information.</p>	<input type="checkbox"/>
<p>9. Who is their school/work unit’s Health & Safety Representative?</p>	<p>Name:</p>

10. How is Health & Safety information or updates communicated to staff? <ul style="list-style-type: none"> School/unit H&S Rep emails H&S Committee minutes or link to minutes to all staff Monthly H&S Newsletter is sent out to all staff 		<input type="checkbox"/>
11. Explain Emergency procedures and where their Assembly meeting point is located:		<input type="checkbox"/>
12. Who is the Floor Warden for their work area?	Name:	
13. Who is their nearest First Aid Officer?	Name:	
14. Who to contact in case of an Emergency when on UNSW Canberra Emergency Services- Police, Ambulance, Fire Brigade- 0-000 ADFA Duty Officer- 626 88574 / 0418 413 035		<input type="checkbox"/>
15. How to contact Security? ADFA Duty Officer- 626 88574 / 0418 413 035 AFP: 131 237 Wilson's security: 6265 7275		<input type="checkbox"/>
16. How to contact the Employee Assistance Program (EAP) for counselling/advice		<input type="checkbox"/>
Signatures		
Worker's name:	Worker's signature:	
Supervisor's name:	Supervisor's signature:	
Date:		
If the worker will work in any UNSW Canberra laboratory they are also required to complete the HS049 Laboratory Induction and Authorisation form		