



HSE Induction Form - HS006

Conducting a local workplace induction is an important part of ensuring a new starter knows how to be safe at UNSW. Complete this induction as detailed below for all new workers, relocated workers, workers returning from extended leave as well as contractors (excluding maintenance and construction contractors), agency employees, volunteers and work experience students. If a new starter is required to access a laboratory/workshop please also complete the [Laboratory-Workshop Induction-HS049](#) form.

Inductee's Name		zID	
Position Title		School/ Unit	
Supervisor's Name		Inductor's Name	

1. Please complete on the day of commencement, and for all buildings/ sites where work will be undertaken:

- Discuss emergency procedures, emergency exits and the location of an emergency assembly area
- Show the location of the area/ floor fire warden poster and arrange an introduction to the area/ floor fire warden/s
- Show the location of the first aid officer/s poster and arrange an introduction to the first aid officer/s.
- Show the location of first aid kits

2. Please complete within the first week of commencement:

- Demonstrate how to access the [Health and Safety Policy \(unsw.edu.au\)](#), the [Environmental Sustainability Policy \(unsw.edu.au\)](#) and the [Health and Safety](#) and [Wellbeing](#) and [SafeZone | UNSW Sydney](#) websites.

Provide information on hazards and controls involved in their job and working in their environment including:

- The [Office Safety Toolkit](#)
 - Safety signs and safety information located throughout the work area
 - Other
- Discuss how to raise a Health and Safety issue in the workplace and demonstrate how to access the online [safety reporting system](#) to report hazards and incidents.
- Demonstrate how to access relevant Health, Safety and Environment compliance training in [myUNSW](#).
- Ensure completion of the workstation set-up self-assessment, using the [HS114 Workstation Checklist form](#) and ensure identified action/s implemented.
- Discuss involvement in any relevant off-site activities and the associated hazards, risks and controls.
- Discuss the [Risk Management Form for Off-Site Visits](#) and [international travel requirements](#) where appropriate.
- Discuss [HS322 Working Alone or After-Hours Guideline](#) access requirements, including after-hours security
- Discuss work area opening/ closing protocols
- Explain the [Employee Assistance Program \(EAP\)](#) service and demonstrate how it may be accessed (including manager Assist where appropriate).

Inductee's Signature		Date	
Inductor's Signature		Date	
Supervisor's Signature		Date	

Forward the completed form to the person responsible for training records in your work area