

Safety Induction Checklist

School of Human Movement and Exercise Science

Employee's Name:

Position:

Supervisor:

Section:

Location:

Supervisor: These actions should be completed during the first week or as soon as practicable after the employee commences. Tick off each action and sign when all actions have been completed. Please retain this checklist and provide a photocopy to the employee and to the General Office within two weeks of commencement date.

Employee: You should sign the form where indicated when you are satisfied that the items have been completed.

A copy of this checklist with hyper links to relevant safety policies and procedures is available from the Safety and Health Office web site at: <http://www.safety.uwa.edu.au/>

General safety information provided and discussed:

UWA Occupational Safety and Health Policy – provide a copy/discuss	
UWA occupational safety and health policies and procedures – refer to a copy of the current index and discuss parts including:	
• smoking policy	
• resolving occupational safety and health issues	
• hazard reporting – show a copy of the hazard report form	
• accident, injury and incident reporting – show a copy of the report form	
• workers' compensation and rehabilitation	
Employee assistance program – advise	
School occupational safety and health manual – provide/show a copy/discuss	
Staff, students and others working at non UWA work sites (such as hospitals, businesses etc): Arrange site specific safety inductions that complement the established safe working procedures for that site.	

Emergency Procedures:

Provide and explain the Emergency Procedures for fire, evacuation, bomb threats and other events	
Show locations and discuss use of fire extinguishers	
Show means of escape from building and assembly locations	
Show location and use of other emergency equipment	
Show location of First Aid box – advise of nearest First Aid Officer	

Safety Personnel in School/Section. Introduce and discuss, where applicable, the safety roles and responsibilities of the:

DUTIES	MEMBER	CONTACT
UWA Safety Committee	Professor Tim Ackland Mr Rod Robinson	6488 2668 6488 2372
School's Safety & Health Committee	Professor Tim Ackland Dr Carmél Goodman Mr Rod Robinson	6488 2668 6488 2364 6488 2372
First Aid Officers	Mr Rod Robinson Mrs Brenda Churchill Mr Steve Franklin	6488 2372 6488 2360 6488 2266
Fire Wardens	Mr Rod Robinson (Chief) Mrs Brenda Churchill Mr Steve Franklin Mrs Robyn Woods Mr Ron Kelly Mr Colin Phillips Mr Don Gordon Mr Tony Roby Mrs Kerry Smith	6488 2372 6488 2360 6488 2266 6488 3510 6488 3503 6488 7313 6488 2653 6488 2371 6488 2474

Specific workplace procedures and requirements:

Discuss specific workplace hazards and procedures to be followed, including:	
<ul style="list-style-type: none"> • screen based equipment • laboratories and workshops – inc. hazardous substances requirements • machinery and equipment – discuss/demonstrate safe working procedures • use of vehicles – including extended driving and in remote locations • waste disposal procedures 	
Provide and discuss proper use and care of personal protective equipment	
Assist in obtaining any necessary certificates, permits, licenses or other qualifications as required	

Follow up actions such as further information, instruction, equipment or training required:

Action	By whom	By when

Supervisor's Signature: **Date:**

Employee's Signature: **Date:**

Comments:

