Workplace Induction Checklist for New Staff

1. Introduction

The Induction checklist is provided for all persons employed by the Division of Facilities Management, whether permanent or casual. The checklist is in addition to that as carried out by the Division of Human Resources. Please see the Division of Human Resources document “Guidelines for OH&S Induction” located at [http://www.csu.edu.au/division/healsafe/textdocs/guides/induct.doc](http://www.csu.edu.au/division/healsafe/textdocs/guides/induct.doc)

2. Principle of Guideline

The Workplace Induction Checklist must be completed before the new or visiting staff member commences work. The checklist is worked through by the supervisor with the new staff member so that he or she is made aware of the workplace procedures, the Occupational Health and Safety (OH&S) requirements and introduced to the people with whom he/she will be working or need contact.

3. Scope and Application

- It is mandatory that all persons employed in any capacity are made aware of the basic requirements relating to OH&S and Standard Procedures in operation within the workplace. This includes both those of the University and those specific to the Division of Facilities Management.

- Check-list items must be ticked and at conclusion and the list signed off by the staff member. Comments and notes may be recorded on the sheet if all components are unable to be completed in a single session.

- Documentation of this induction should be recorded for reference. This may be either on an induction record sheet or the staff members training record sheet or file.

- In the event of persons acting in a capacity other than a permanent staff member, the checklist can be adapted or limited to only those points that are relevant to the activity.
4. The Checklist

- Introduce the person to their supervisors & provide a list of their names and contact numbers. Introduce to other staff members during the workplace orientation.

- Job Description. Provide a copy and explain the appropriate lines of reporting and communication, including for OHS issues.

- Explain lunch and morning tea arrangements. Indicate the location of toilet and/or washroom facilities.

- Walk through the site/ area to familiarize the person and to identify safety requirements, including exits, the wardens, the emergency procedures and the assembly point for the work area(s).

- Provide a copy of the emergency procedures (summary sheet)

- Reinforce safety requirements relative to the position and activities (workplace specific induction). Identify the need for specific training in SOP or SWMP and record on staff record/training sheet.

- Licenses & permits. Attached a copy of any relevant authorities to the staff member’s record sheet.

- Provide a copy of the CSU “Guidelines for Staff on Occupational Health & Safety” policy and read through with staff member.

- Provide information on the use of the:
  - Photocopier
  - Facsimile
  - Telephone, including use, after hours access and emergency numbers

- Computer Services
  - Arrange Telephone, Computer access, Log-in and Password
  - Help Desk CSU 84357

- Initiate a Staff Training Record Sheet

- Identify First Aid Officers and location of 1ST aid kits

- Restricted access. Document access to areas and those that may have restricted access eg confined spaces, specific laboratories and other areas relevant to the position.
Advise on the use and location of:
- Standard Operating Procedures (SOP)
- Standard Operating Instructions (SOI)
- Material Safety Data Sheets (MSDS)
- Accident/Incident reporting forms
- Hazard reporting forms

Personal Protective Equipment
- Issue PPCE as required for the position
- Entry issue in PPCE Register

Demonstration of key aspects of required job tasks

5. **List of Materials/policies provided**

- Supervisor’s names and contact details.
- CSU emergency procedures (general summary).
- CSU “Guidelines for Staff on Occupational Health & Safety”
- Contact details for occupational 1st Aiders
- Contact details for Facilities OH&S manager

- Provide access to the Divisions OHS policy, procedure and Information manual. Arrange for sign off on staff record sheet for competencies as required prior to commencement of the activity

- Provide access to the OHS Online Induction Training program

Staff member: ____________________________ Date: __________
Print: ____________________________________
Sign: ________________________________