

Division of Facilities Management

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/hr/starting-at-university/induction>

2. Principle of Guideline

The Workplace Induction Checklist must be completed according to the timelines below. Preparations must be made for new or visiting staff members before they commence work. The checklist is worked through by the supervising staff with the new staff member so that he or she is made aware of the workplace procedures, equipment, Occupational Health and Safety (OH&S) requirements and introduced to the people with whom he/she will be working or need to 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 as achieved and signed off upon completion by the staff member. Comments and notes may be recorded on the sheet if specific 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. Any items relating to Occupational Health and Safety or the persons well being must be delivered.

4. The Checklist

Introduction

- 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 OH&S issues.
- Explain lunch and morning tea arrangements and facilities. Indicate the location of toilet and/ or washroom facilities.
- Demonstration of key aspects of required job tasks

Administrative

- Initiate a Staff Training Record Sheet
- Attach copies of any relevant permits, licences or authorities to the staff member's record sheet.
- Provide information on the use of the:
 - Photocopier
 - Facsimile
 - Telephone, including use, voicemail, after hours access and emergency numbers
- Computer Services
 - Arrange Telephone, Computer access, Log-in and Password
 - Arrange shared drive access
 - Help Desk CSU 84357
 - Arrange listing in Communications Directory and the Division website via IT Help Desk
 - Arrange for addition to Global Address list and specific groups (ie DFM, PRM etc.) via IT Help Desk
- Arrange name tag
- 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

OH&S/Emergency Arrangements

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

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

Identify First Aid Officers and location of First Aid Kits

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.

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.

Provide a copy of the emergency procedures (summary sheet)

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 First Aiders

Contact details for Facilities OH&S manager

Provide access to the Division’s 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:
Print: _____

Date: _____

Sign: _____

Additional notes: