



*The University of Western Australia*

**Safety Induction Checklist**

Employee's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

School/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.

**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 web site at: [www.safety.uwa.edu.au](http://www.safety.uwa.edu.au)

**1. 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 relevant parts including	
<ul style="list-style-type: none"> <li>• Smoking policy</li> <li>• Resolving occupational safety and health issues</li> <li>• Hazard reporting – show a copy of the hazard report form / discuss</li> <li>• Incident/injury (accident) reporting – show a copy of this form / discuss</li> <li>• Workers' compensation and rehabilitation</li> </ul>	
Employee assistance programme - advise	
Provide and explain the following pamphlets: <ul style="list-style-type: none"> <li>• A User Guide to the Safe Use of Electrical Equipment on UWA Premises</li> <li>• Working Comfortably with Computers</li> </ul>	
School safety and health manual (where relevant) – provide a copy / discuss	
Staff, students and others working at non UWA work sites (such as hospital, businesses etc) – arrange site specific safety inductions that complement the established safe working procedures for that site	

**2. Emergency Procedures:**

Provide and explain the Emergency Procedure for fire, evacuation, fire, bomb threats and other events	
Show locations and discuss use of fire extinguisher	
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	

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

<i>Designation</i>	<i>Name</i>	
Head of School/Section		
School Safety Officer		
Safety and Health Representative		
Warden – Chief for Building		
Warden – Area		
First Aid Officer		
School Radiation Safety Officer		
School Biological Safety Officer		

**4. Specific workplace procedures and requirements:**

Discuss specific workplace hazards and procedures to be followed, including:	
• 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, licences or other qualifications as required	

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

<i>Action</i>	<i>By whom</i>	<i>By when</i>

Supervisor's Signature .....Date.....

Employee's Signature .....Date.....

Comments

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