HR HANDBOOK INDEX

Behaviour and Conduct
- Behaviour and Conduct Policy
  - Conflict of Interest Procedure
  - Fair Treatment Procedure
  - Practice of a Discipline Outside the University (Academic Staff) Procedure
  - Relationships with Students
  - Staff Complaints Procedure
- Code of Conduct

Development, Performance and Promotions
- Development, Performance and Promotion Policy
  - Planning and Development Review (PDR) Procedure
  - Promotions Procedure
  - Time Off for Study (Professional Staff) Procedure

Enterprise Agreement
- The University of Adelaide Enterprise Agreement
  - The University of Adelaide Enterprise Agreement 2017-2021

Health, Safety and Wellbeing
- HSW Processes & FAQs
  - Asbestos Management
  - Biological Safety Management
  - Boating Operations
  - Bullying and Harassment (Preventing and Responding to)
  - Chemical Safety Management
  - Children in the Workplace
  - Confined Spaces
  - Contractor Safety Management
  - Diving Safety Management
  - Drone Safety Management
  - Drugs and Alcohol
  - Electrical Safety (Plant & Equipment Safety Management)
  - Emergency Management
  - Events Safety Management
  - Field Work (see Off Campus Activity)
  - First Aid
  - Firearms Safety Management
  - Hazard Management
  - Health and Safety Representative
  - Hot Work
  - HSW Information, Instruction and Training (Provision of)
  - Incident Reporting & Investigation

Warning: This process is uncontrolled when printed. The current version of this document is available on the HSW Website.
HR HANDBOOK INDEX

- Induction (HSW)
- Infectious & Communicable Diseases
- Injury Management
- Laboratory Safety
- Manual Handling & Ergonomics
- Noise & Sound Safety Management
- Notifiable Occurrences
- Off Campus Activity (including Field Work)
- Personal Protective Equipment
- Plant/Equipment Safety Management
- Prevention of Falls
- Radiation
- Research Using Laboratory Animals
- Risk Assessment
- Smoke-Free University
- Student Placement
- Temperature Extremes
- Travel Safety
- Training (See HSW Information, Instruction and Training)
  - HSW Planning (e.g. Training Plan, SPE, Corrective Actions)
    - HSW Action Planning
    - Schedule of Programmable Events
    - Training Plan
    - Corrective Actions
  - HSW Policy
  - Internal Audit - Measurement & Evaluation
    - Internal Audit
  - HSW Systems Management
    - Management Systems Review
    - Documentation Control (HSW Handbook)
    - Documentation Control (Fac/Div/School/Branch)
  - General HSW Information
    - HSW Management and Framework
    - WHS Legislation
    - Consultation

Recruitment
- Recruitment Policy
  - Recruitment Procedure
  - Discipline Head Election Procedure
  - Pre-Employment Screening Procedure
  - Secondment Procedure
  - Staff Qualifications Procedure
  - Titleholder - Conferral of Honorary Roles Procedure

Remuneration and Benefits
- Remuneration and Employment Benefits Policy
  - Broadbanding Procedure
  - Loading, Allowances and Performance Bonus Procedure
  - Payroll Bonafides Review Procedure
  - Position Classification Review Procedure
Workforce Management

- Workforce Management Policy
  - Flexi-time Procedure
  - Leave Entitlements Procedure
  - Managing Staff Excess Leave Accruals Procedure
  - Pre-Retirement Contract Procedure
  - Pro-Rata Paid Parental Leave
  - Special Studies Program (SSP)
  - Working from Home Procedure