**Appendix A**

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| **HEALTH SAFETY AND WELLBEING – LOCAL HSW INDUCTION/ORIENTATION** |

This template will assist Line Managers/Supervisors (or delegate) to ensure that the general HSW information has been provided.

This information may be provided one-on-one, or as a group (e.g. lecture), on-line, email, brochure and/or website.

**Explain to the worker(s):**

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| **All new staff are required to complete the HSW Web-based induction during the first 3 months of employment** | | |
|  | The Corporate University HSW induction information (located [HSW Web-based induction](https://www.adelaide.edu.au/staff/induction/induction-courses)) provides generic information on the HSW systems in place, HSW roles and responsibilities, how to report and incident/injury and other HSW information regardless of the role and area of work. | |
| **Local Health and Safety Information** | | |
|  | The nature and location of hazards in the area of work, including a brief summary of any activities/items listed on the local Hazard Listings and the control measures in place if applicable); | |
|  | [Insert or attach the relevant Hazard Listing(s)] | |
|  | The location of health and safety information (if relevant/applicable) e.g. hazard listings, risk assessments, safe operating procedures, safety data sheets, chemical registers, how to access ChemWatch. | |
|  | [Insert – local arrangements/systems] | |
|  | The names of key health and safety personnel (as applicable) | |
|  | [Health, Safety and Wellbeing Team](https://www.adelaide.edu.au/hr/hsw/hsw-advice) – point of contact | [Insert] |
|  | Health and Safety Representative | [Insert] |
|  | First Aid Officer(s) and Location of the first aid kit. | [Insert] |
|  | Floor Warden(s) | [Insert] |
|  | That additional instruction (Induction and/or Proficiency) or Training (Competencies/licences/qualifications), may also be required before the staff member undertakes a task, if:   * they are working with Hazardous Chemicals; and/or * a level of proficiency is identified on a risk assessment as a control measure; and/or * a risk assessment for the activity has a residual risk of high or very high; and/or * the WHS legislation requires the worker to be assessed as competent (i.e. formal training by an authorised or Nationally Recognised Training Organisation who will provide them with a statement of attainment, qualification or licence following successful completion of the training.)   Workers and Managers/Supervisors are to ensure that this instruction/training is scheduled, completed prior to undertaking the task and recorded where required in accordance with the [Provision of HSW information, instruction and training](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hsw-information-instruction-training-handbook-chapter) chapter.  For further information refer to your [HSW Contact](https://www.adelaide.edu.au/hr/hsw/hsw-advice) (as applicable to your area). | |
|  | How to raise/report a HSW issue e.g. a hazard (potential risk of injury/illness), add an agenda item for discussion at a relevant Committee, the requirement to report a work related incident/injury as soon as possible and who to report to. | |
|  | [Insert] | |
|  | The importance of discussing any specific requirements if you have a disability and require additional assistance in your role. e.g. building access, workstation modification, procedures for emergency evacuation with your Manager/Supervisor. | |
|  | How to set-up the [workstation](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/manual-handling-ergonomics-handbook-chapter) if required (e.g. includes equipment, ergonomic set-up). | |
| **Emergency Management (Explain and/or conduct a site tour)** | | |
|  | Procedure(s) on hearing an alarm e.g. Fire (single alarm or Beep.Beep.Whoop.Whoop), duress alarm, gas alarm etc. | |
|  | The location of the Emergency Evacuation Posters & Emergency Colour Charts with a brief explanation of Code Blue, Code Red etc. | |
|  | The location of the Emergency Exits & External Assembly Area(s) and Break-Glass/Duress/Gas alarms/isolation points etc | |
|  | Security arrangements for the building/area of work (e.g. swipe card access), working in isolation, after hours. | |
|  | Emergency spill kit location and response (if applicable). | |
| **Other (Please add additional local HSW information if applicable)** | | |
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