

**EVENTS SAFETY MANAGEMENT : INDUCTION CHECKLIST** **APPENDIX C**

This Induction checklist provides a prompt for the minimum information to be provided but can be further customised by your area if required. A system for induction is to be in place to meet the requirements of the HSW Handbook chapter [Provision of HSW information, instruction and training](#)

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

**EVENT** \_\_\_\_\_ **Date :**            /            /

<b>University delegate (e.g. Event Co-ordinator) has :</b>	
<input type="checkbox"/>	Explained procedures for access to the venue/area
<input type="checkbox"/>	Explained security provisions <ul style="list-style-type: none"> <li><input type="checkbox"/> Requirement to wear identification badges (if applicable) or other local arrangements (e.g. swipe card, access).</li> <li><input type="checkbox"/> Introduction/Identification of key personnel/staff</li> <li><input type="checkbox"/> Procedure for returning badges (if applicable)</li> </ul>
<input type="checkbox"/>	Explained Risk Management requirements, roles and responsibilities as per the Safety Management Plan/Risk Assessment
<input type="checkbox"/>	Explained how to report a Safety Issue or incident
<input type="checkbox"/>	Explained Emergency and Evacuation procedures <ul style="list-style-type: none"> <li><input type="checkbox"/> Methods of communication and identification of key personnel</li> <li><input type="checkbox"/> Emergency contact numbers</li> <li><input type="checkbox"/> Roles and responsibilities of Security, and the Chief Warden, Warden structure where applicable</li> <li><input type="checkbox"/> Arrangements for person(s) with a disability if applicable</li> <li><input type="checkbox"/> Arrangements for first aid</li> </ul>
<input type="checkbox"/>	Explained requirements for the tagging of electrical equipment (e.g. portable electric appliances) if bringing equipment on site.
<input type="checkbox"/>	Explained requirements for the supervision of children under 18 years (if applicable)
<input type="checkbox"/>	Explained requirements for vehicles on site (if not addressed in the Safety Management Plan/Traffic Management Plan/Risk Assessment)
<input type="checkbox"/>	Provided a tour of the site/area which includes : <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of facilities and amenities</li> <li><input type="checkbox"/> Location of first aid and emergency equipment (including Manual Call Points, extinguishers, access and egress points etc)</li> <li><input type="checkbox"/> Location of evacuation Assembly Area</li> <li><input type="checkbox"/> Areas where there are specific warning signs and instructions</li> <li><input type="checkbox"/> Restricted areas (unless authorised by the Event Co-ordinator)</li> </ul>
<input type="checkbox"/>	Checked all licenses/permits are on file and/or security has been arranged where applicable to the event.
<input type="checkbox"/>	Explained requirements for media management (if applicable).
<input type="checkbox"/>	Checked that phone contact details are current and hirer/key personnel can be contacted if required during the event.
<input type="checkbox"/>	Other information

Optional		
UNIVERSITY DELEGATE <small>(i.e. person conducting the induction)</small>	CONTRACTOR/VOLUNTEER/ATTENDEE	
Name (Please print)	Print Name	Name of Employer or position/role