|  |  |
| --- | --- |
| **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](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hsw-information-instruction-training-handbook-chapter)

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

|  |  |  |
| --- | --- | --- |
| **EVENT** |  | **Date : / /** |

|  |
| --- |
| **University delegate (e.g. Event Co-ordinator) has :** |
|
| * Explained procedures for access to the venue/area
 |
| * Explained security provisions
* Requirement to wear identification badges (if applicable) or other local arrangements (e.g. swipe card, access).
* Introduction/Identification of key personnel/staff
* Procedure for returning badges (if applicable)
 |
| * Explained Risk Management requirements, roles and responsibilities as per the Safety Management Plan/Risk Assessment
 |
| * Explained how to report a Safety Issue or incident
 |
| * Explained Emergency and Evacuation procedures
* Methods of communication and identification of key personnel
* Emergency contact numbers
* Roles and responsibilities of Security, and the Chief Warden, Warden structure where applicable
* Arrangements for person(s) with a disability if applicable
* Arrangements for first aid
 |
| * Explained requirements for the tagging of electrical equipment (e.g. portable electric appliances) if bringing equipment on site.
 |
| * Explained requirements for the supervision of children under 18 years (if applicable)
 |
| * Explained requirements for vehicles on site (if not addressed in the Safety Management Plan/Traffic Management Plan/Risk Assessment)
 |
| * Provided a tour of the site/area which includes :
* Location of facilities and amenities
* Location of first aid and emergency equipment (including Manual Call Points, extinguishers, access and egress points etc)
* Location of evacuation Assembly Area
* Areas where there are specific warning signs and instructions
* Restricted areas (unless authorised by the Event Co-ordinator)
 |
| * Checked all licenses/permits are on file and/or security has been arranged where applicable to the event.
 |
| * Explained requirements for media management (if applicable).
 |
| * Checked that phone contact details are current and hirer/key personnel can be contacted if required during the event.
 |
| * Other information
 |
| **Optional** |
| **UNIVERSITY DELEGATE**(i.e. person conducting the induction) | **CONTRACTOR/VOLUNTEER/ATTENDEE** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name (Please print) | **Print Name** | **Name of Employer or position/role** |
|  |  |
|  |  |
|  |  |
|  |  |