



# Provision of HSW information, instruction and training

## Information Sheet – HSW Induction process

### Purpose

The purpose of this information sheet is to provide managers/supervisors with guidance on the requirements for a local induction or orientation of workers, in accordance with the [Provision of HSW information, instruction and training](#) procedure of the HSW (Health, Safety and Wellbeing) Handbook.

#### Q1 What is the intent of the HSW induction process?

To provide suitable and adequate HSW information to a worker (staff member, research postgraduate student, etc) when they:

- commence work; or
- are relocated or change their role significantly; or
- return from an extended leave of absence.

Note: A process to restrict access to hazardous areas or tasks is required. A supervisor/person in control of an area must ensure there is a process in place to restrict access until the required information, instruction or training is provided. Refer to the [Provision of HSW information, instruction and training](#) procedure for further information.

#### Q2 Whose responsibility is it to provide HSW induction at the University?

Supervisors or managers of an area are responsible for providing the specific local information, instruction or training required to keep a worker (staff, research postgraduates, etc) safe whilst undertaking work in the area.

Note: The [Corporate HSW Induction](#) delivers a base level of information applicable to all staff and is available online.

#### Q3 How does the Corporate HSW Induction differ from a local HSW Induction?

The online [Corporate HSW Induction](#) delivers general information on:

- the University's health, safety and wellbeing system/framework;
- health and safety responsibilities;
- where staff can access information, assistance, and general safety information.

The [Corporate HSW Induction](#) forms part of the broader [University induction process](#) and should be completed within the first week of employment

A local HSW Induction will depend on the worker's role and the hazards in their area of work. The checklists provided in appendices A and B provide a guide for supervisors/managers (or delegate) in providing an HSW induction on local HSW processes.

Use the high-risk induction template ([appendix A](#)) if you are inducting people into an area in which high-risk activities are conducted, and the low-risk induction template ([appendix B](#)) for other areas.

Note: Both a corporate and local HSW induction are required for a HSW Induction to be complete.

#### Q4 Is there a requirement for the information to be tailored to ensure that the worker understands it?

Yes. There is a WHS (workplace health and safety) legislative requirement for managers/supervisors to ensure that information has been understood by the person. This means that information must be presented in a format that is suitable for their level of knowledge and experience, with consideration given to any other relevant factors such as language barriers, disabilities, or knowledge base.

#### Q5 When can a new starter gain access to an area or activity?

Supervisors/ a person in control of the area/activity must ensure there is no access to those tasks, equipment or processes that require specific information, instruction, training and supervision until it has been provided. In many cases, the information contained in a local HSW induction will be sufficient. However, where an area contains any of the following activities/substances:

- hazardous chemicals;
- asbestos (research on asbestos samples or in a known asbestos area);
- high residual risk activities;

(continued)

- activities/equipment requiring a risk assessment or proficiency;
  - activities/equipment requiring formal training (e.g. from a Registered Training Organisation);
- individuals must not be granted access until they have been provided with the necessary information, instruction, or training\*:

\*Refer to the definition for 'HSW information, instruction and training' in section 7 of the [Hazard Management](#) procedure.

**Q6 Following the initial HSW induction, what level of supervision/assistance is required?**

The level of supervision/assistance required is to be determined by the supervisor/manager for each worker based on his or her experience, expertise, and the nature of the hazards associated with the work. Ensure that the person is not placed at risk and/or does not place another person at risk. Additional instruction/training may also be required and is to be discussed with the worker to ensure it is completed before they have access to areas or undertake the work.

Refer to the [Provision of HSW information, instruction and training](#) procedure for specific requirements.

**Q7 What records are required for local induction/orientation?**

Training records are not required for 'Level 1' Information (provision of general safety information or information/instruction on a task risk assessment). Note, however, that a supervisor or manager needs to be able to demonstrate that they have in place a systematic approach to providing safety information and how this is done.

Records are required for 'Level 2' Instruction and 'Level 3' Training including where:

- a level of proficiency is required before undertaking a task; or
- the worker is required to work with/access an area containing hazardous chemicals; or
- the activity is risk assessed as "High" residual risk; or
- a competency/licence/qualification is required for undertaking the task/role.

Refer to appendix A of the [Provision of HSW information, instruction and training](#) procedure for further information on training and record requirements.

**Contractors**

Induction records for contractors are outlined in the [Contractor Safety Management](#) procedure.

**Q8 When is instruction or training required?**

Instruction or training may be required for individuals and groups **prior to access** depending on the nature of the activity to be conducted, including where:

- information/instruction on a task risk assessment is required;
- a level of proficiency is required before undertaking the task;
- the worker is required to work with/access an area containing hazardous chemicals;
- the activity is risk assessed as "High" residual risk;
- a competency/licence/qualification is required for undertaking the task/role.

Refer to the [Provision of HSW information, instruction and training](#) procedure for further information.

**Q9 Who do I contact if I require further information?**

If you require further information, please contact the [HSW Team](#).

**Authorisation**

Authorised by the Director HSW

HSW Handbook	Provision of HSW Information, Instruction and Training (Information Sheet)	Effective Date:	13 January 2023	Version 2.3
Authorised by	Director, Health Safety and Wellbeing	Review Date:	13 January 2026	Page 2 of 6
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			










Appendix A


**HEALTH SAFETY AND WELLBEING – LOCAL HSW INDUCTION (Inherently High Risk)**

This checklist will assist Line Managers/Supervisors provide a local HSW induction in areas that have inherently high risks. This may be provided using a combination of one-on-one, as a group (e.g., lecture), online, or via email.

Induction			
Delivered by			
Worker(s) being inducted		Name:	
		Position:	
Note: Records may be required for individuals and groups <b>prior to access</b> if higher-risk activities are being conducted. Refer to the <a href="#">Provision of HSW information, instruction and training</a> procedure for clarification. <a href="#">Check here</a> , to see if you need to retain evidence of this local induction			

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

All new staff are required to complete the HSW web-based corporate induction during the first week of employment							
<input type="checkbox"/>	The <a href="#">Corporate HSW Induction</a> provides a broad overview of the University’s HSW systems, HSW roles and responsibilities, how to report incidents and injuries, and more key HSW information applicable to all roles and work areas.						
Local Health and Safety Information							
<input type="checkbox"/>	The nature and location of any hazards in the area of work, including those associated with plant and equipment, hazardous chemicals, and activities that are undertaken in the space (Lab/Workshop) and any general control measures or local rules that need to be followed to enter the workplace.						
<input type="checkbox"/>	After accessing the area/space (e.g., lab, clinic, workshop) they will be working, explain the access and entry requirements, signage that they should be aware of and any out of hours requirements.						
<input type="checkbox"/>	The location of local health and safety information (if relevant/applicable) and how the person is expected to use the information e.g., location and function of risk assessments, safe operating procedures, safety data sheets (how to access ChemWatch), chemical registers, etc.						
<input type="checkbox"/>	How to report safety issues and incidents through the University’s safety issue reporting system - <a href="#">Unisafe</a> .						
<input type="checkbox"/>	The importance of discussing any specific requirements if they have a disability, medical issue, (or if one arises), such that they may require additional assistance in their role. e.g., building access, workstation modification, procedures for emergency evacuation with your Manager/Supervisor.						
<input type="checkbox"/>	How to set-up the <a href="#">workstation</a> if required (e.g. includes equipment, ergonomic set-up).						
<input type="checkbox"/>	Off-campus or field trip requirements and local expectations and/or processes (where applicable).						
<input type="checkbox"/>	The names of key health, safety, and wellbeing (HSW) contacts:						
<input type="checkbox"/>	The location of parenting rooms (refer <a href="#">Campus Maps</a> )						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><a href="#">HSW Team</a></td> <td style="width: 50%; text-align: center;">                     [Insert name]   </td> </tr> <tr> <td><a href="#">Health and Safety Representatives</a></td> <td style="text-align: center;">                     [Scan below and insert name]   </td> </tr> <tr> <td><a href="#">First Aider Officers</a> and Location of the first aid kit.</td> <td style="text-align: center;">                     [Scan below and insert name]   </td> </tr> </table>	<a href="#">HSW Team</a>	[Insert name] 	<a href="#">Health and Safety Representatives</a>	[Scan below and insert name] 	<a href="#">First Aider Officers</a> and Location of the first aid kit.	[Scan below and insert name] 
<a href="#">HSW Team</a>	[Insert name] 						
<a href="#">Health and Safety Representatives</a>	[Scan below and insert name] 						
<a href="#">First Aider Officers</a> and Location of the first aid kit.	[Scan below and insert name] 						













	<a href="#">Chief Warden</a>	[Scan below and insert name] 
<input type="checkbox"/>	How to access HSW services and safety information through the <a href="#">HSW Service Portal</a> .	
<input type="checkbox"/>	List specific hazardous chemicals, equipment, tasks or activities of the area where additional instruction, proficiency, or training are required <b>prior to access or before</b> the staff member undertakes the task here. (Note: the worker(s) named above should NOT undertake the activities listed below until they are formally authorised to do so)	
	<p>The above should include where:</p> <ul style="list-style-type: none"> <li>• they are working with hazardous chemicals; and/or</li> <li>• a level of proficiency is identified on a risk assessment as a control measure; and/or</li> <li>• a risk assessment for the activity has a residual risk of high or very high; and/or</li> <li>• a competency/licence/qualification is required for undertaking the task/role.</li> </ul> <p>Refer to the <a href="#">Provision of HSW information, instruction and training</a> procedure for further information.</p>	

Emergency Management (Explain and/or conduct a local tour)		
<input type="checkbox"/>	Local alarm response and the emergency responses that are required to be followed. This should include all alarms in the work area - fire alarms (beep beep - alert and whoop whoop – evacuate), duress alarm, gas alarm etc.	
<input type="checkbox"/>	The location of the emergency evacuation posters & <a href="#">emergency colour charts</a> with a brief explanation of code blue, code red etc.	
<input type="checkbox"/>	The location of the emergency exits & external assembly area(s) and break-glass/duress/gas alarms/isolation points etc	
<input type="checkbox"/>	Security arrangements for the building/area of work (e.g. swipe card access, keeping the site secure), working in isolation, after hours.	
<input type="checkbox"/>	Emergency spill kit location and response (if applicable).	
<input type="checkbox"/>	Emergency showers and eye wash station locations – Demonstrate how to use eye wash station (if applicable).	
Applicable Online HSW Information Sessions		
<input type="checkbox"/>	Review the list of <a href="#">Online HSW Information Sessions</a> and list the applicable general information sessions that the Line Managers/Supervisors requires to be completed:	
	[insert – name of online course]	[insert – name of online course]
	[insert – name of online course]	[insert – name of online course]
	[insert – name of online course]	[insert – name of online course]
Other (Please add additional information if applicable)		
<input type="checkbox"/>		

## HEALTH SAFETY AND WELLBEING – LOCAL HSW INDUCTION (Low Risk)

This checklist will assist Line Managers/Supervisors provide a local HSW induction in areas that do not contain any inherently high risks. This may be provided one-on-one, as a group (e.g., lecture), online, or via email. There is no requirement to retain a record of delivery of this general HSW induction, however, Line Managers/Supervisors need to be able to demonstrate a systematic approach to providing HSW information.

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

All new staff are required to complete the HSW web-based corporate induction during the first week of employment									
<input type="checkbox"/>	The <a href="#">Corporate HSW Induction</a> provides a broad overview of the University’s HSW systems, HSW roles and responsibilities, how to report incidents and injuries, and more key HSW information applicable to all roles and work areas.								
Local Health and Safety Information									
<input type="checkbox"/>	The nature and location of identified hazards in the area of work where a Risk Assessment has been required. You should cover a summary of any control measures or safe operating procedures that need to be explained to the worker(s) (e.g., duress alarms)								
<input type="checkbox"/>	The location of health and safety information (if relevant/applicable) and how it is expected that these are to be used e.g., risk assessments, safe operating procedures.								
<input type="checkbox"/>	The location of parenting rooms (refer <a href="#">Campus Maps</a> )								
<input type="checkbox"/>	The names of key health, safety and wellbeing (HSW) contacts:								
<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><a href="#">HSW Team</a></td> <td style="width: 50%;">[Insert name] </td> </tr> <tr> <td><a href="#">Health and Safety Representatives</a></td> <td>[Scan below and insert name] </td> </tr> <tr> <td><a href="#">First Aider Officers</a> and Location of the first aid kit.</td> <td>[Scan below and insert name] </td> </tr> <tr> <td><a href="#">Chief Warden</a></td> <td>[Scan below and insert name] </td> </tr> </table>	<a href="#">HSW Team</a>	[Insert name] 	<a href="#">Health and Safety Representatives</a>	[Scan below and insert name] 	<a href="#">First Aider Officers</a> and Location of the first aid kit.	[Scan below and insert name] 	<a href="#">Chief Warden</a>	[Scan below and insert name] 
<a href="#">HSW Team</a>	[Insert name] 								
<a href="#">Health and Safety Representatives</a>	[Scan below and insert name] 								
<a href="#">First Aider Officers</a> and Location of the first aid kit.	[Scan below and insert name] 								
<a href="#">Chief Warden</a>	[Scan below and insert name] 								
<input type="checkbox"/>	How to access HSW services and safety information through the <a href="#">HSW Service Portal</a> .								
<input type="checkbox"/>	How to report safety issues and incidents through the University’s incident reporting system - <a href="#">Unisafe</a> .								
<input type="checkbox"/>	The importance of discussing any specific requirements if you have a disability , medical issue, (or if one arises), such that you may require additional assistance in your role. e.g., building access, workstation modification, procedures for emergency evacuation with your Manager/Supervisor.								
<input type="checkbox"/>	How to set-up the <a href="#">workstation</a> if required (e.g. includes equipment, ergonomic set-up).								

Emergency Management (Explain and/or conduct a local tour)	
<input type="checkbox"/>	Alarm response e.g., fire (alarm, or automatic system of beep beep (alert) and whoop whoop (evacuate)), duress alarm, gas alarm etc.
<input type="checkbox"/>	The location of the emergency evacuation posters & <a href="#">emergency colour charts</a> with a brief explanation of code blue, code red etc.
<input type="checkbox"/>	The location of the emergency exits & external assembly area(s) and break-glass/duress/gas alarms/isolation points etc
<input type="checkbox"/>	Security arrangements for the building/area of work (e.g., swipe card access), working in isolation, after hours.
<input type="checkbox"/>	Emergency spill kit location and response (if applicable).
<input type="checkbox"/>	Emergency showers and eye wash station locations – Demonstrate how to use eye wash station (if applicable).
Applicable Online HSW Information Sessions	
<input type="checkbox"/>	Review the list of <a href="#">Online HSW Information Sessions</a> and list the applicable general information sessions that the Line Managers/Supervisors requires to be completed: [insert – name of online course] [insert – name of online course]
Other (Please add additional information if applicable)	
<input type="checkbox"/>	