**Appendix A**

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| **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.

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| **Induction** |
| Delivered by |  |
| Worker(s) being inducted  | Name: |  | Signature |
|  | Position: |  |  |
|  Note: Records may be required for individuals and groups **prior to access** if higher-risk activities are being conducted. Refer to the [Provision of HSW information, instruction and training](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hsw-information-instruction-training-handbook-chapter) procedure for clarification. [Check here](https://www.adelaide.edu.au/hr/ua/media/1323/training-train-levels-app-b.pdf), to see if you need to retain evidence of this local induction |

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

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| **All new staff are required to complete the HSW web-based corporate induction during the first week of employment** |
| [ ]  | The [Corporate HSW Induction](https://www.adelaide.edu.au/staff/induction/induction-courses#first-week) 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** |
| [ ]  | 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.  |
| [ ]  | 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. |
| [ ]  | 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. |
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| [ ]  | How to report safety issues and incidents through the University’s safety issue reporting system - [Unisafe](https://www.adelaide.edu.au/hr/hsw/unisafe). |
| [ ]  | 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. |
| [ ]  | 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). |
| [ ]  | Off-campus or field trip requirements and local expectations and/or processes (where applicable). |
| [ ]  | The names of key health, safety and wellbeing (HSW) contacts: |
| [ ]  | The location of parenting rooms |
|  | [HSW Team](https://www.adelaide.edu.au/hr/hsw/key-hsw-contacts)  | [Insert name] |
|  | [Health and Safety Representatives](https://www.adelaide.edu.au/hr/hsw/hsw-staff-intranet#health-safety-representatives-hsrs) | [Scan below and insert name] |
|  | [First Aider Officers](https://www.adelaide.edu.au/hr/hsw/first-aid-register) and Location of the first aid kit. | [Scan below and insert name] |
|  | [Chief Warden](https://www.adelaide.edu.au/hr/hsw/hsw-policy-procedures/chief-wardens#thebarton)  | [Scan below and insert name] |

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| [ ]  | List specific hazardous chemicals, equipment, tasks or activities of the area where additional instruction, proficiency, or training are required **prior to access or before** 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) |
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|  | The above should include where:* 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
* a competency/licence/qualification is required for undertaking the task/role.

Refer to the [Provision of HSW information, instruction and training](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hsw-information-instruction-training-handbook-chapter) procedure for further information. |

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| **Emergency Management (Explain and/or conduct a local tour)** |
| [ ]  | 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. |
| [ ]  | The location of the emergency evacuation posters & [emergency colour charts](https://www.adelaide.edu.au/hr/hsw/hsw-policy-procedures/emergency-management-procedure) 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, keeping the site secure), working in isolation, after hours. |
| [ ]  | Emergency spill kit location and response (if applicable). |
| [ ]  | Emergency showers and eye wash station locations – Demonstrate how to use eye wash station (if applicable). |
| **Applicable Online HSW Information Sessions** |
| [ ]  | Review the list of [Online HSW Information Sessions](https://www.adelaide.edu.au/hr/hsw/hsw-training-induction) 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)** |
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