**Appendix B**

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| **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):**

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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 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) |
| [ ]  | 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. |
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| [ ]  | The location of parenting rooms |
| [ ]  | The names of key health, safety and wellbeing (HSW) contacts: |
|  | [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] |
| [ ]  | How to report safety issues and incidents through the University’s incident reporting system - [Unisafe](https://www.adelaide.edu.au/hr/hsw/unisafe). |
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| [ ]  | 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. |
| [ ]  | 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). |

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| **Emergency Management (Explain and/or conduct a local tour)** |
| [ ]  | Alarm response e.g., fire (alarm, or automatic system of 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), 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) |
| **Other (Please add additional information if applicable)** |
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