**Appendix C**

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| **OFF-CAMPUS SAFETY MANAGEMENT : INDUCTION CHECKLIST** |

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| **Activity** |  | **Date** |  |

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.

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| **University Off-Campus Activity Supervisor or Co-ordinator has:** | | |
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| * provided, where appropriate, a tour (or point out the key features) of the site/area which includes : * location of facilities and amenities * restricted areas or equipment (unless authorised by the Off-Campus Activity Co-ordinator/Supervisor) | | |
| * explained (or reminded) participants of any key hazards that those attending the off-campus activity need to be mindful/aware of | | |
| * explained any control measures and requirements as per the Risk Assessment (where applicable) | | |
| * explained to participants how to report a safety issue or incident/Injury * provided the names of First Aid personnel and information on specific first aid procedures (if applicable) | | |
| * explained emergency, evacuation and/or contingency procedures, including: * method of raising an alarm, evacuation procedures and location of assembly area/s * location of first aid and emergency equipment (including, extinguishers, communications) * emergency contact numbers * roles and responsibilities * arrangements for person(s) with a disability (if applicable) | | |
| * provided sufficient information, instruction and training to safely complete any activities required during off-campus activities including Safe Operating Procedures where identified by a Risk Assessment. | | |
| * explained requirements for vehicles on site (if not addressed in the Risk Assessment above) | | |
| * explained any security arrangements | | |
| * explained any local fire restrictions and requirements (if applicable) | | |
| * confirmed that phone contact details are current and key personnel can be contacted if required during the activity | | |
| Other Compliance issues that may apply:   * Explained any license/permit compliance requirements (if applicable) * Explained requirements for the care/protection of children under 18 years (if applicable) | | |
| **Optional** | | |
| **INDUCTOR**  Person conducting the induction | **PERSON(S) INDUCTED**  List the workers or attach a list of participants who have been inducted. | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name (Please print) | **Print Names** | **Print Names** |
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|  |  |
| Date / / |  |  |