

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

<b>Activity</b>		<b>Date</b>	
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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](#)

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

<b>University Off-Campus Activity Supervisor or Co-ordinator has:</b>	
<input type="checkbox"/> provided, where appropriate, a tour (or point out the key features) of the site/area which includes : <ul style="list-style-type: none"> <li><input type="checkbox"/> location of facilities and amenities</li> <li><input type="checkbox"/> restricted areas or equipment (unless authorised by the Off-Campus Activity Co-ordinator/Supervisor)</li> </ul>	
<input type="checkbox"/> explained (or reminded) participants of any key hazards that those attending the off-campus activity need to be mindful/aware of	
<input type="checkbox"/> explained any control measures and requirements as per the Risk Assessment (where applicable)	
<input type="checkbox"/> explained to participants how to report a safety issue or incident/Injury <input type="checkbox"/> provided the names of First Aid personnel and information on specific first aid procedures (if applicable)	
<input type="checkbox"/> explained emergency, evacuation and/or contingency procedures, including: <ul style="list-style-type: none"> <li><input type="checkbox"/> method of raising an alarm, evacuation procedures and location of assembly area/s</li> <li><input type="checkbox"/> location of first aid and emergency equipment (including, extinguishers, communications)</li> <li><input type="checkbox"/> emergency contact numbers</li> <li><input type="checkbox"/> roles and responsibilities</li> <li><input type="checkbox"/> arrangements for person(s) with a disability (if applicable)</li> </ul>	
<input type="checkbox"/> 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.	
<input type="checkbox"/> explained requirements for vehicles on site (if not addressed in the Risk Assessment above)	
<input type="checkbox"/> explained any security arrangements	
<input type="checkbox"/> explained any local fire restrictions and requirements (if applicable)	
<input type="checkbox"/> confirmed that phone contact details are current and key personnel can be contacted if required during the activity	
Other Compliance issues that may apply:	
<input type="checkbox"/> Explained any license/permit compliance requirements (if applicable) <input type="checkbox"/> Explained requirements for the care/protection of children under 18 years (if applicable)	

Optional		
INDUCTOR	PERSON(S) INDUCTED	
Person conducting the induction	List the workers or attach a list of participants who have been inducted.	
Name (Please print)	Print Names	Print Names
Date / /		