



## Introductory Notes

This check list should be used during induction of all new staff, research students, contractors and affiliates. Topics 1 & 2 should be addressed during the first day at work. The other topics must be addressed prior to engagement in related work – this is expected to be within the first week at work. Each check-box should be ticked-off and the induction signed by the new starter and the supervisor when completed. A copy of the completed WHS induction check list should be kept locally.

## Local WHS Induction Topics

### 1. Emergencies - <http://sydney.edu.au/whs/emergency/index.shtml>

- Show the new staff member the locations of nearest fire exits.
- Explain the location of the emergency assembly point.
- Explain the emergency alarm system for the building (alert, evacuation tones, etc).
- Provide contact details for Nominated First Aid Officers in the building.
- Provide contact details for Security Services for reporting emergencies and security threats (9351 3333).
- Explain the requirement and method for reporting incidents, injuries, illness and hazards using *RiskWare* online <http://sydney.edu.au/whs/report/index.shtml>. All incident reports must be submitted within 24 hours of the incident. For managers/supervisors, a RiskWare Action Plan must be submitted within 7 calendar days of the incident/hazard being reported.

### 2. General

- Explain general WHS responsibilities as outlined in the University's OHS Policy <http://sydney.edu.au/whs/policies/index.shtml>
- Explain WHS consultation, referring to the University's WHS Consultation Statement <http://sydney.edu.au/whs/consultation/index.shtml> and any local arrangements such as team meetings, School Safety Committee etc.
- Complete University of Sydney WHS Online Induction <http://sydney.edu.au/whs/activities/training.shtml>
- Provide contact details for local safety personnel where appointed eg. Departmental Safety Officer, Nominated First Aid Officer, Emergency Warden etc.
- Provide contact details for Campus Assist online for reporting maintenance issues relating to buildings and grounds <https://campusassist.sydney.edu.au>

### 3. Job Specific Hazards

- Discuss the main WHS risks associated with the job.
- Provide information about healthy and safe work procedures relevant to the job.
- Explain the requirement to comply with local WHS rules and procedures including completing the risk assessment form prior to commencement of new activities.
- Give direction to WHS resources, including the WHS website <http://www.usyd.edu.au/whs/>
- Require completion of the check list for setting up your workstation <http://sydney.edu.au/whs/guidelines/workstation/index.shtml>
- Explain local procedures for minimizing manual handling risks [http://sydney.edu.au/whs/guidelines/manual\\_handling/index.shtml](http://sydney.edu.au/whs/guidelines/manual_handling/index.shtml)
- Identify WHS initial training needs of new starters (see No. 9).
- Check if there are any special needs or existing health conditions to be accommodated.

- Explain and arrange any baseline health monitoring/testing required in the job, eg eye testing for laser work, audiometry for noisy work.

#### 4. Chemicals and dangerous goods

- Inform the staff member of the University's Guidelines for Working with Chemicals <http://sydney.edu.au/whs/guidelines/chemical/index.shtml>
- Show how to access chemical safety information, including material safety data sheets (MSDS) and Chem Alert online <http://sydney.edu.au/whs/guidelines/chemical/chemalert.shtml>
- Explain how to do a risk assessment before working with a chemical.
- Show safe work procedures for the substances/processes the staff member will be working with.
- Arrange for any relevant personal protective clothing or equipment to be obtained.
- Explain local dangerous goods storage procedures and show the location of stores.
- Outline local procedures for hazardous waste disposal in accordance with the University's Guidelines for Hazardous Waste Disposal <http://sydney.edu.au/whs/guidelines/hazardouswaste/index.shtml>

#### 5. Biological agents and animals

- Explain the main hazards associated with the biological agents the new starter will be working with, eg micro-organism and risk group, modes and symptoms of infection etc.
- Explain the physical containment and safe work procedures used to control the risks associated with the micro-organisms <http://sydney.edu.au/whs/guidelines/biosafety/microbiol.shtml>
- Explain how to do a risk assessment before working with a biological agent.
- Explain the correct use or handling of equipment, eg biological safety cabinet, autoclave, sharps, centrifuge, liquid nitrogen Dewar.
- Explain precautions for safe handling of human and/or animal fluids and/or tissues, including relevant vaccinations, universal precautions [http://sydney.edu.au/whs/guidelines/biosafety/infect\\_cont.shtml](http://sydney.edu.au/whs/guidelines/biosafety/infect_cont.shtml)
- Arrange for any relevant personal protective clothing or equipment to be obtained.
- Explain local decontamination and waste disposal procedures, including location of clinical waste bins, in accordance with the University's Guidelines for Hazardous Waste Disposal <http://sydney.edu.au/whs/guidelines/hazardouswaste/index.shtml>
- Provide direction to health and safety information for Animal Houses <http://sydney.edu.au/whs/guidelines/animals/index.shtml>
- Demonstrate safe handling techniques for animals the staff member will handle.
- Explain requirements for working with Genetically Modified Organisms [http://sydney.edu.au/whs/guidelines/biosafety/gene\\_technology.shtml](http://sydney.edu.au/whs/guidelines/biosafety/gene_technology.shtml)

#### 6. Radiation

- Explain the type(s) of radiation to be used and the protection methods to be adopted <http://sydney.edu.au/whs/guidelines/radiation/index.shtml>
- Explain how to do a risk assessment before working with radiation.
- Outline methods for detection, measurement and decontamination when working with ionizing radiation.
- Show safe work procedures for the sealed sources/unsealed sources/irradiating equipment being used.
- Arrange for any relevant personal protective clothing or equipment to be obtained.
- Explain local storage and waste disposal arrangements in accordance with the University's Guidelines for Hazardous Waste Disposal <http://sydney.edu.au/whs/guidelines/hazardouswaste/index.shtml>

- Explain any requirements and arrangements for baseline testing eg. eye tests for laser use, or ongoing monitoring eg. film badges.

**7. Machinery**

- Inform the new starter of the main hazards associated with machinery they will be operating.
- Explain how to do a risk assessment before working with machinery.
- Explain and demonstrate the safe work methods to be followed when operating the machinery, including location and operation of emergency stop buttons, positioning and use of guards etc.
- Show the staff member where to access instruction manuals for the machinery being used.
- Arrange for any relevant personal protective clothing or equipment to be obtained.

**8. Teaching roles**

- Outline the responsibilities of teaching staff in classrooms in emergency situations ie. ensure they are aware of emergency exits and assembly points in order to direct an evacuation of the room in response to an emergency situation or alarm.

**9. Subject specific WHS training**

List other WHS training relevant to this position: <a href="http://sydney.edu.au/ohs/ohs_manual/training/index.shtml">http://sydney.edu.au/ohs/ohs_manual/training/index.shtml</a>	
<input type="checkbox"/> Working with Chemicals	<input type="checkbox"/> WHS for Supervisors and Managers
<input type="checkbox"/> Biosafety	<input type="checkbox"/>
<input type="checkbox"/> Radiation Safety for Laboratory Workers	<input type="checkbox"/>

**9. Confirmation of completion of Local WHS Induction**

	Name	Signature	Date
New Starter			
Supervisor			
School/Unit			

A copy of the completed WHS induction check list should be kept locally.