



OCCUPATIONAL HEALTH AND SAFETY INDUCTION
CHECKLIST FOR NEW STAFF

OHS006

Your Supervisor should complete a form OHS007 OHS Checklist with you on commencement. This checklist (form OHS006) may be used by staff to assess their awareness of information and resources they need for their health, safety and welfare whilst working at the University of New South Wales.

1. CONTACT DETAILS FOR OHS ASSISTANCE AND SUPPORT	
Who is your immediate supervisor?	
Who is the facility supervisor for your work site? (If different to above)	
Has your supervisor explained the arrangements for OHS consultation in your area?	
Who is your local OHS Representative or the Chairperson for your Workplace OHS Committee?	
What OHS consultation information is relevant to you in the Risk Management Unit web-site?	http://www.riskman.unsw.edu.au/ohs/consultation.shtml
2. FACILITIES AND YOUR WELFARE	
http://notessrv.chan.unsw.edu.au/facilities.nsf?opendatabase	
Where are the amenities in your building?	
What are the approval requirements for after-hours work or visitors in your local area?	
What is the local procedure for reporting building related issues to the relevant Zone Office?	
3. OCCUPATIONAL HEALTH AND SAFETY	
Have you read responsibilities of staff and supervisors in the UNSW OHS Policy and OHS Accountability documents?	http://www.riskman.unsw.edu.au/ohs/policies.shtml
Have you told your supervisor of any medical condition for which you may require assistance at work eg allergies, diabetes, epilepsy, vertigo, etc.	
Have you informed your supervisor of any disability for which you may need reasonable workplace adjustment?	http://www.infonet.unsw.edu.au/poldoc/97rag412.htm
Has your Supervisor informed you of potential OHS hazards/risks associated with your job and risk control measures to be adopted?	
What training do you need to perform your work safely? [Discuss your training needs with your supervisor].	http://www.riskman.unsw.edu.au/ohs/training.shtml
Has your supervisor provided you with documented safe work procedures relevant to the tasks you need to perform?	
Check what health monitoring is required for your type of work (eg eye tests for laser work) and contact Risk Management Unit for advice on testing.	
Ask your supervisor what personal protective clothing and equipment you will need for the work you will be performing.	
Employee's Signature: :	Supervisor's Signature:
Location:	Date:

4. FIRST AID AND EMERGENCY – http://www.emergency.unsw.edu.au/ All Emergencies must be reported on ext 56666	
Do you have ready access to a UNSW Emergency Procedures flipchart?	
Who is your first aid officer and what is their telephone extension number?	
Where is the nearest first aid kit? Fire extinguisher/hose?	
Who is your fire and emergency warden?	
Where is the fire exit and building evacuation point?	
5. HAZARD AND INCIDENT REPORTING http://www.riskman.unsw.edu.au/ohs/hazard.shtml	
Has the UNSW Hazard and Incident Reporting Procedure and Flowchart been discussed with you?	
Are you aware of the procedure for reporting OHS or environment hazards using form OHS001?	http://www.riskman.unsw.edu.au/ohs/forms.shtml
Has your supervisor explained the importance of <i>promptly reporting all</i> workplace incidents, injury or illness using form OHS002?	http://www.riskman.unsw.edu.au/ohs/forms.shtml
6. MANAGEMENT OF WORKPLACE INJURY OR ILLNESS http://www.riskman.unsw.edu.au/workComp/compensation.shtml	
Contact your first aid officer or if medical treatment is needed, contact the University Health Service ext 55425.	
Promptly notify your immediate supervisor and complete an incident report form OHS002 for forwarding to Risk Management Unit.	http://www.riskman.unsw.edu.au/ohs/forms.shtml
If you require medical/other treatment or time off work for the work injury/illness, contact Workers Compensation on ext 51107 or 52722 within 48 hrs.	
If you are unable to return to your full normal duties, UNSW's Return to Work Coordinator (ext 53784) will contact you to develop a Plan in consultation with your treating doctor/work supervisor.	
Read more details in the <i>UNSW Injury Management and Rehabilitation Policy</i>	http://www.riskman.unsw.edu.au/workComp/policy/policy2.shtml
7. EMPLOYEE ACCESS TO COUNSELLING http://www.hr.unsw.edu.au/eap.htm	
UNSW Employee Assistance Program provides free access to short term, confidential counselling for staff and their families.	Telephone : 1300 360 364
8. WASTE DISPOSAL http://www.riskman.unsw.edu.au/ohs/waste.shtml Waste disposal for hazardous waste is coordinated by RMU and is collected by an external contractor.	
Do you need advice or assistance regarding: - Chemical waste disposal (ext 52914) - Biological or clinical waste disposal (ext 52214) - Radiation waste disposal (ext 52912)	
9. OHS AND ENTERPRISE BARGAINING AGREEMENTS http://www.hr.unsw.edu.au/ea.htm	
Have you read the OHS clauses in your relevant Enterprise Agreement? (General Staff or Academic Staff)	
10. OHS AND RELATED LEGISLATION http://www.austlii.edu.au/databases.html	
Has your Supervisor briefed you on your rights and obligations under the OHS, Environmental, Radiation and Gene Technology legislation (as applicable)?	http://www.riskman.unsw.edu.au/ohs/policies.shtml
Employee's Signature: :	Supervisor's Signature:
Location:	Date: