



**OCCUPATIONAL HEALTH AND SAFETY INDUCTION  
CHECKLIST FOR SUPERVISORS OF NEW STAFF**

OHS07

***PART 1: GENERAL REQUIREMENTS***

<i>Faculty/Division:</i>		
<i>School/Divisional Unit:</i>		
<i>Employees Name:</i>		<i>Job Title:</i>
<b>ITEM</b>		<b>COMPLETED</b> <i>Please circle</i>
	Discuss potential OHS hazard/risks associated with the job and the risk control measures to be adopted	<i>Yes</i> <i>No</i>
	Highlight staff responsibilities under UNSW OHS policy and provide access to copies of all OHS Policies and Procedures	<i>Yes</i> <i>No</i>
	Advise on the location of fire exits, fire extinguishers, evacuation assembly point and emergency procedures	<i>Yes</i> <i>No</i>
	Explain the purpose and importance of hazard reporting	<i>Yes</i> <i>No</i>
	Highlight the importance of reporting all work related incidents and accidents to the supervisor, especially if involving greater than 7 days lost time	<i>Yes</i> <i>No</i>
	Inform staff of the University's Rehabilitation Policy and what procedures will occur following a work related injury	<i>Yes</i> <i>No</i>
	Provide information on the First Aid Officer's contact details and information on the University Health Services	<i>Yes</i> <i>No</i>
	Ensure staff attend OHS training specific to the hazards of their work	<i>Yes</i> <i>No</i>
	Provide personal protective equipment (if applicable) to protect staff from hazards	<i>Yes</i> <i>No</i>
	Inform staff of health monitoring relevant to their type of work hazards, and how to access health monitoring	<i>Yes</i> <i>No</i>
	Outline staff rights and obligations under OHS, Environmental, Radiation and Gene Technology legislation (as applicable)	<i>Yes</i> <i>No</i>
	Advise staff of the role of their Workplace OHS Committee in improving OHS and how to raise OHS issues	<i>Yes</i> <i>No</i>
	Inform staff of the availability of the Employee Assistance Program and how to access free confidential counselling	<i>Yes</i> <i>No</i>

<i>Employee's Signature: :</i>	<i>Supervisor's Signature:</i>
<i>Location:</i>	<i>Date:</i>

## **PART 2: LABORATORY SAFETY CHECKLIST**

<b>Faculty/Division:</b>		
<b>School/Divisional Unit:</b>		
<b>Employees Name:</b>		<b>Job Title:</b>
<b>ITEM</b>		<b>COMPLETED</b> Please circle
	<b>WORKING WITH HAZARDOUS SUBSTANCES</b> <a href="http://www.riskman.unsw.edu.au/ohs/hsub.shtml">http://www.riskman.unsw.edu.au/ohs/hsub.shtml</a>	Yes No
	Show staff member where Chemical Register and Material Safety Data Sheets (MSDS) are located and inform them about Chem- Alert chemical data base	Yes No
	Explain how to do a risk assessment when working with hazardous substances or dangerous goods	Yes No
	Inform staff of the UNSW Hazardous Substances Policy and Program	Yes No
	Inform staff member of WorkCover and UNSW requirements for working with carcinogens [Contact RMU regarding UNSW Carcinogen Guidelines]	Yes No
	Outline UNSW procedures for disposal of hazardous waste [ <a href="http://www.riskman.unsw.edu.au/ohs/waste.shtml">http://www.riskman.unsw.edu.au/ohs/waste.shtml</a> ]	Yes No
	<b>WORKING WITH BIOLOGICAL HAZARDS</b> <a href="http://www.riskman.unsw.edu.au/ohs/biosafety.shtml">http://www.riskman.unsw.edu.au/ohs/biosafety.shtml</a>	Yes No
	Explain how to do a risk assessment for work with micro-organisms, human pathogens and other potentially infectious material	Yes No
	Instruct the staff member in risk group of micro-organisms and physical containment procedures required for working in the laboratory	Yes No
	Demonstrate the correct procedure for operating the bio-hazard cabinet	Yes No
	Inform the staff member of the correct method for handling and disposing of biological waste and additional precautions for infectious waste	Yes No
	Demonstrate the correct procedure for operating an Autoclave	Yes No
	Instruct staff member in the correct procedure for handling blood /clinical samples	Yes No
	Instruct staff member in infection control practices for cleaning instruments/ rooms	Yes No
	<b>WORKING WITH RADIATION HAZARDS</b> <a href="http://www.riskman.unsw.edu.au/ohs/radiationsafety.shtml">http://www.riskman.unsw.edu.au/ohs/radiationsafety.shtml</a>	Yes No
	Explain the hazards and protection risk controls for ionising radiation	Yes No
	Outline methods for detection, measurement and decontamination when working with ionising radiation	Yes No
	Show staff safe work procedures for use with sealed sources, unsealed sources and irradiating apparatus	Yes No
	Inform staff on requirements for safe transport, disposal of radioactive substances	Yes No
	Outline regulatory requirements with ionising radiation including: licencing, training, personal monitoring and incident reporting and UNSW Policies	Yes No
	Inform staff of UNSW policies on Non-Ionising Radiation (if applicable)	Yes No
	Inform staff of eye examination requirements prior to working with lasers	Yes No
	<b>WORKING WITH GENETICALLY MODIFIED ORGANISMS (GMOs)</b> <a href="http://www.riskman.unsw.edu.au/ohs/genetech.shtml">http://www.riskman.unsw.edu.au/ohs/genetech.shtml</a>	Yes No
	Outline regulatory requirements for working with GMOs including: project approval; containment, transport and disposal of GMOs; facility certification	Yes No
	Describe procedure for management and reporting of GMO accident or incident	Yes No
	Explain specific conditions for licensed GMO dealing (if applicable)	Yes No
<b>Employee's Signature: :</b>		<b>Supervisor's Signature:</b>
<b>Location:</b>		<b>Date:</b>