

**OHS006**  
**OHS Induction Form**  
 (Related procedure: OHS320 Training Procedure)



**UNSW**  
 THE UNIVERSITY OF NEW SOUTH WALES

Supervisors are responsible for inducting new or relocated personnel, visitors and contractors as part of the OHS Induction Process. Not all the requirements may be relevant to visitors and contractors. This form should be returned to the person looking after the local area training records for recordkeeping. The person being inducted should keep a copy of this form to explore the references below at their leisure.

**Identification**

Inductee's Name:	Position title:
Supervisor's name:	Position title:
Faculty/Division:	School/Unit:

**General requirements**

The supervisor must explain the following to inductees:	(tick when completed)
1. (a) How to access the UNSW OHS Policy, Procedures and Guidelines: <a href="http://www.hr.unsw.edu.au/ohswc/ohs/ohs_policies.html">http://www.hr.unsw.edu.au/ohswc/ohs/ohs_policies.html</a> (b) If applicable, how to access the Faculty/School/Unit OHS website:	<input type="checkbox"/> <input type="checkbox"/>
2. (a) OHS Consultation Arrangements: Refer to Appendix 1 of OHS337 "UNSW Consultation Procedure" at: <a href="http://www.hr.unsw.edu.au/ohswc/ohs/pdf/pro_OHS_consultation.pdf">http://www.hr.unsw.edu.au/ohswc/ohs/pdf/pro_OHS_consultation.pdf</a> (b) How to resolve an OHS Problem: Refer to Section 4.6 of OHS 337 "UNSW Consultation Procedure" at: <a href="http://www.hr.unsw.edu.au/ohswc/ohs/pdf/pro_OHS_consultation.pdf">http://www.hr.unsw.edu.au/ohswc/ohs/pdf/pro_OHS_consultation.pdf</a>	<input type="checkbox"/> <input type="checkbox"/>
3. OHS Responsibilities relevant to their position: Refer to Appendix "Generic OHS Responsibilities Table" of "OHS Responsibility, Accountability and Authority Procedure", at: <a href="http://www.hr.unsw.edu.au/ohswc/ohs/pdf/pro_OHS_responsibility.pdf">http://www.hr.unsw.edu.au/ohswc/ohs/pdf/pro_OHS_responsibility.pdf</a>	<input type="checkbox"/>
4. How to report work related hazards, incidents, injuries, illnesses and building related incidents: <a href="http://www.hr.unsw.edu.au/ohswc/ohs/ohs_reporting.html">http://www.hr.unsw.edu.au/ohswc/ohs/ohs_reporting.html</a>	<input type="checkbox"/>
5. Procedures when a work related injury or illness occurs & UNSW Return to Work Program: <a href="http://www.hr.unsw.edu.au/ohswc/workerscomp/injury.html">http://www.hr.unsw.edu.au/ohswc/workerscomp/injury.html</a>	<input type="checkbox"/>
6. (a) Emergency evacuation procedures and who their Fire Wardens are: (b) Location of emergency assembly point, fire exits and fire extinguishers: (c) Who their First Aid Officer is and location of the University Health Service:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7. What OHS Hazards & Risks associated with the inductee's job and work area are: Show them the Hazard & Risk Register and where to find associated Risk Assessments	<input type="checkbox"/>
8. Use the Workstation checklist to ensure correct ergonomic workstation set up: <a href="http://www.hr.unsw.edu.au/ohswc/workerscomp/wc_ergonomics.html">http://www.hr.unsw.edu.au/ohswc/workerscomp/wc_ergonomics.html</a>	<input type="checkbox"/>
9. Safe Work Procedures relevant to Inductee's job (if applicable): Show them how to access all relevant Safe Work Procedures	<input type="checkbox"/>
10. OHS Training: Advise staff of any OHS training required, specific to the hazards of their work: <a href="http://www.hr.unsw.edu.au/ohswc/ohs/ohs_training_courses.html">http://www.hr.unsw.edu.au/ohswc/ohs/ohs_training_courses.html</a>	<input type="checkbox"/>
11. Any specific Personal Protective Clothing & Equipment requirements: <a href="http://www.hr.unsw.edu.au/ohswc/ohs/pdf/g_PPCE.pdf">http://www.hr.unsw.edu.au/ohswc/ohs/pdf/g_PPCE.pdf</a>	<input type="checkbox"/>

**Signatures**

Inductee's name:	Inductee's signature:
Supervisor's name:	Supervisor's signature:
Date:	
If the inductee will work in any UNSW laboratory they are also required to complete the OHS049 Laboratory Induction and Authorisation form	

## GUIDELINES FOR MANAGERS/SUPERVISORS COMPLETING OHS INDUCTION

1. **How to access UNSW OHS Policy, Procedures and Guidelines**
  - Check inductee knows how to access [OHS Policy](#) and ask them to read it
2. **(a) OHS Consultation Arrangements** (see also Appendix 1 of OHS [Consultation Procedure](#))
  - Explain how health & safety issues are communicated / raised in your work area. For example:
    - Communication directly between Supervisor and Employees/Students
    - Is there a workplace OHS Committee? Who is their Committee Rep?
    - Is there a Faculty/Division OHS committee? (L2) – Who is their L2 Committee Rep?

**(b) How to resolve an OHS Problem**

  - Explain what to do if the person has a health & safety problem/issue. The issue should first be raised with their supervisor but if it remains unresolved the suggested path is:  
OHS Rep. → Chair of L3. → OHS Coordinator → WorkCover
3. **OHS Responsibilities relevant to their position level:**
  - Explain OHS Responsibilities relevant to their position level. as set out in Appendix “*Generic OHS Responsibilities Table*” of OHS336 “[OHS Responsibility, Accountability and Authority Procedure](#)”
4. **How to report hazards, incidents, injuries, illnesses and building related incidents**
  - Explain that all hazards and incidents must be reported to a supervisor. Reporting forms located at [Forms and Checklists](#) link on OHS website.
  - Explain that any corrective actions identified as a result of the hazard/incident/workplace inspection need to be documented in the School/Unit’s “**Corrective Actions Register**”.
  - If the hazard is a building or campus related issue, the corrective action is to contact Facilities Management on x55111 or their area’s Client Facilities Manager.
5. **Procedures when a work related injury or illness occurs & UNSW’s Return to Work Program**
  - Personnel must report incidents or onset of any symptoms to their Supervisor as soon as possible by completing OHS 001 (“[OHS Hazard, Incident, Injury and Issue Report Form](#)”)
  - Supervisors should report injuries to the OHS and Workers Compensation Unit within 24 hours of receiving a report. DO NOT hesitate as some incidents require reporting to WorkCover.
  - Supervisor should show employees how to access **UNSW’s Return to Work Program** at <http://www.hr.unsw.edu.au/ohswc/workerscomp/injury.html>
  - If employee requires medical treatment or time off work, they need to contact **Alecia Ford** in the Workers Comp dept on **x52722** for advice on their eligibility for Workers Compensation.
6. **(a) Emergencies**
  - Explain what happens in an Emergency eg. Different alarm sounds, what to make safe etc.
  - Show them the assembly point, routes to follow, exits and extinguisher locations.
  - Introduce them to their first aid officer and show them where the UNSW Health Service is.
7. **What are the OHS Hazards & Risks associated with the inductee’s job and work area?**
  - Show them how to access the School/Unit’s Risk Register and explain the Hazards/Risks they will encounter in their work
  - Show them where the Risk Assessments are for the Hazards specified in the Register
8. **Use the Workstation checklist (OHS114) to ensure correct ergonomic workstation set up**
  - Request that all staff who use computers regularly complete their own “[Workstation Checklist form \(OHS114\)](#)” & let you know if they need any new equipment to make their workstation safe
9. **If applicable, identify the Safe Work Procedures (SWP) relevant to the Inductee’s job**
  - Some areas involve work with hazardous equipment & substances and SWP’s have been developed to ensure staff work safely and take all the necessary precautions to prevent injury
10. **OHS Training – General & specific Hazard training**
  - Explain what OHS training they are required to complete eg. OHS Awareness training and any specific training required for the type of work they will be doing eg. Manual Handling training and any other on the job type training.
11. **Personal Protective Equipment (PPE)**
  - Explain selection, use and any limitations of the PPE required for specific activities.
  - Employer’s responsibility to provide PPE and to ensure it is used and well maintained.