



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 all inductees:	(tick when completed)
Potential OHS hazards and risks associated with the job from the local risk register	<input type="checkbox"/>
Responsibilities under UNSW OHS Policy and UNSW OHS Responsibility, Authority and Accountability Procedure <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"/>
The Workplace OHS Committee and UNSW OHS consultation arrangements <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"/>
How to access the School/Centre/Unit OHS Website	<input type="checkbox"/>
How to access the UNSW OHS Policy and OHS Procedures and Guidelines <a href="http://www.hr.unsw.edu.au/ohswc/ohs/ohs_home.html">http://www.hr.unsw.edu.au/ohswc/ohs/ohs_home.html</a>	<input type="checkbox"/>
OHS dispute resolution procedure <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"/>
The local emergency evacuation procedures and emergency personnel contacts	<input type="checkbox"/>
The location of fire exits, fire extinguishers, evacuation assembly point and emergency procedures	<input type="checkbox"/>
How to report work related hazards, incidents, injuries, illnesses and building related incidents <a href="http://www.hr.unsw.edu.au/ohswc/ohs/ohs_forms_checklists.html">http://www.hr.unsw.edu.au/ohswc/ohs/ohs_forms_checklists.html</a>	<input type="checkbox"/>
The purpose of Safe Working Procedures <a href="http://www.hr.unsw.edu.au/ohswc/ohs/pdf/g_SWP.pdf">http://www.hr.unsw.edu.au/ohswc/ohs/pdf/g_SWP.pdf</a>	<input type="checkbox"/>
UNSW Rehabilitation Policy and the procedure to follow for a work related injury or illness <a href="http://www.hr.unsw.edu.au/ohswc/Workerscomp.html">http://www.hr.unsw.edu.au/ohswc/Workerscomp.html</a>	<input type="checkbox"/>
First Aid Officer's contact details and information on the UNSW Health Service	<input type="checkbox"/>
UNSW OHS training specific to the hazards of their work and how to register <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"/>
The requirement for relevant personal protective clothing and equipment (if applicable) <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:
Inductor's name:	Inductor's signature:
Date:	
If the inductee will be working in any UNSW laboratory they are required to complete the OHS049 Laboratory Induction and Authorisation form	