**Legislative/Policy Framework**

*Under the New South Wales OHS Regulations 2001, each new employee must receive training in the following:*

- The OHS management arrangements in place in your work area
- Reporting workplace hazards and incidents
- Accessing information on health and safety within the University
- The nature of any health and safety risks the employee may be exposed to
- If they will be exposed to risks, you must also ensure they receive all the necessary training, instructions and equipment to manage the risk.

*Occupational Health and Safety is a compulsory component of the Induction Checklist*

### As a minimum, this means…

| 1. Emergency procedures: | Fire alarms, extinguishers,  
| | Local fire warden  
| | Emergency exits & assembly point  
| | Bomb threat procedure  
| | Calling Security x 6666 |
| 2. First aid: | Location of first aid kit  
| | First aid officers  
| | Who to call for help |
| 3. Hazard Identification and Reporting | Dangers to look out for  
| | Procedure for Reporting  
| | Identity of OHS Committee members (introduce)  
| | How to find Risk Management Unit |
| 4. Incident Reporting | How to report an accident/injury  
| | What happens next |
| 5. Work area specific | Risks the employee may be exposed to  
| | How these risks are managed  
| | Time and date for scheduled further training |
| 6. Further Information | Who to ask for more information  
| | Relevant Web addresses |

Where to go for more…

… Information:  ➔  **Risk Management Unit**  
(http://www.riskman.unsw.edu.au)  
Phone (02) 9385 2911

… Training:  ➔  **Risk Management Unit**  
(http://www.riskman.unsw.edu.au)