


Supervisor to complete with new staff member

Supervisors are responsible for inducting new or relocated personnel, visitors and contractors as part of the HS 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.

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. Explain the main Hazards & Risks associated with the inductee's job and work area: <i>Review each relevant risk assessment with inductee (focus on identified risks and how they are being controlled)</i> <input type="checkbox"/> List Risk Assessment(s) relevant to the inductee: 1) 2) 3) <i>Get inductee to sign each relevant risk assessment, to indicate they have read and understand the risk and controls.</i>	
2. Safe Work Procedures relevant to Inductee's job (if applicable): <i>Show them how to access all relevant Safe Work Procedures</i> <input type="checkbox"/> List Safe Work Procedures (SWP) relevant to the inductee: 1) 2) 3) <i>Get inductee to sign each SWP, to indicate they have read and understand the task and controls</i>	
3. HS Training: Advise inductee of the H&S training required. Show inductee how to locate and enroll for training using myUNSW <input type="checkbox"/> The following training must be completed within first 3 month probationary period: + OHS Awareness (on-line course) – + Ergonomic training + Other (as per local training needs) Full Time Equivalent: will be automatically enrolled on the Monday after their first pay. Contractor: must contact the H&S Unit ohs@unsw.edu.au with their z id number to be enrolled. Casual: working less than 7 hours per week exempt from this training, casual working more than 7 hours per week must contact the HS Unit ohs@unsw.edu.au with their z id number to be enrolled.	
4. Go through the Workstation checklist to ensure correct ergonomic workstation set up. HS114 Workstation Checklist <input type="checkbox"/>	

Give the page overleaf to the Inductee and ask them to talk to their colleagues and find out the following information. Allow one week for the completed form to be returned to you.

**Inductee to complete**

Over the next week take the opportunity to get to know colleagues in your work area. In particular ask around and find the answers to the following questions:

Please return this completed form to your supervisor within one week of your induction

1. Who is your Health and Safety representative?
2. Who is your nearest fire warden?
3. Who is your nearest first aid officer?
4. Where is the emergency assembly point for your building?
5. What do we do if the alarm sounds?
6. What does the evacuation alarm sound like?
7. Where is the University Health Service located?
8. What is the UNSW Emergency telephone number?
9. How do you report a Hazard or incident?
10. What does H₂O stand for on the H&S Logo?

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 HS049 Laboratory Induction and Authorisation form	