**Supervisor to complete with new worker – Supervisors are responsible for inducting new workers including contractors, students, and work experience workers. Once signed, this form needs to be submitted to Sarah Ford**

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| --- | --- |
| **HS Form Number:** CPHCE\_HS\_IF01 | **Short name of project:** |
| **Supervisor’s name:** | **Position title:** |
| **Worker’s name:** | **Position title:** |
| **The Supervisors must explain this form to workers. Workers are to tick boxes once completed** |
| **Has an introduction to level 3 fire exits and fire safety tools been given?****Does the worker know which fire exit is located closest to their office?** **Does the worker know which fire extinguisher/blanket/alarm is located closest to their office?****Point out the** [**UNSW Emergency Procedures flip chart**](http://www.ohs.unsw.edu.au/officesafety/documents/Emergency_Flip_Chart.pdf) **(One located in every office).**  | *Only tick the box if all of these actions have been completed*  |
| * **Explain the emergency procedures and where Level 3’s assembly meeting point is located**
 | Upon hearing the initial alarm or a request to evacuate the building, all occupants of the building must leave in an orderly manner by the nearest fire exit and proceed to SIRF courtyard (view map on the CPHCE website under ‘[Woking @ CPHCE’](http://www.cphce.unsw.edu.au/staff/new-staff/working-cphce-randwick)). A continuous alarm will continue to sound until the situation has been handled. In the case of an alarm, it should not be assumed that the alarm is being tested or has developed a fault.  The Floor Wardens will coordinate evacuation.  The Floor Wardens will ensure that all areas of the building have been evacuated and will inform the Chief Warden about the evacuation. For more visit [Emergencies](http://www.ohs.unsw.edu.au/officesafety/emergencies.html) and [Emergency Management](http://www.facilities.unsw.edu.au/node/171). Also view Emergency Procedures & Awareness Fact Sheet [EM050](https://sharepoint.unsw.edu.au/sites/OHS/emrgcy/Procedures/EM050%20Emergency%20Procedures%20%40%20UNSW.pdf)  |
| * **Who is the Floor warden?**
 | Sarah Ford, she is located in the reception area at the top of the main stairs. Sarah can be contacted on ext. 51547 |
| * **Who is the First aid officer for CPHCE?**
 | Professor Mark Harris, office 341 is the First Aid officer for this floor and can be contacted on ext. 58384 |
| * **Who is CPHCE’s Health and Safety contact?**
 | Sarah Ford, she is located in the reception area at the top of the main stairs. Sarah can be contacted on ext. 51547 |
| * **Where is the first aid box retained for CPHCE?**
 | The Fist Aid box is situated in the Admin area, which is located at the top of the main stairs on level 3. It can be found in the cabinet marked with the Fist Aid signage next to Sarah Ford’s desk |
| * **Where is the University Health Service Located?**
 | **UNSW Health Service (E15 on** [map](http://www.facilities.unsw.edu.au/sites/all/files/page_file_attachment/KENC%20Campus.pdf)**),** Quadrangle Building, ground floor.T9385 5425 |
| * **How do you contact Emergency Services when on UNSW campus**
 | Call the emergency line 9385 6666<http://www.facilities.unsw.edu.au/security-safety/emergencies> |
| * **How to contact Security Services after hours**
 | Contact 9385 6000 to inquire about escorts and other security related questions *Arrangements for escorts to your car or bus stations available. See* [*FM assist*](http://www.facilities.unsw.edu.au/security-safety/staying-safe-day-and-night) |
| * **How to contact the employee assistance Program (EAP) for counselling/advice**
 | 1300 360 364 or go to myunsw.edu.au and sign in. You will find a link to EAP on the right hand side under ‘Staff development @unsw’. More details: <http://www.hr.unsw.edu.au/employee/eap.html> and <http://www.ohs.unsw.edu.au/officesafety/stress.html> |
| * **How is Health and Safety information or updates communicated to staff?**
 | School/Unit H&S representatives emails, Medicine Level 2, H&S Committee minutes, Monthly H&S Newsletter sent to staff and Myunsw.edu.au  |
| * **How does the worker raise a Health and safety issue in their workplace**
 | Worker raises the issue directly with the supervisors first. They may also raise issue with their work group Health and Safety contact or the Medicine Health and Safety Coordinator, Blathnaid Farrell Ext*. 59750*We suggest you read the following [HS337](http://www.ohs.unsw.edu.au/hs_procedures_forms/procedures/HS337_Consultation_Procedure.pdf) Health & Safety Consultation Procedure  |
| * **How do you report work related hazards, incidents, injuries, illnesses using the online reporting system**
 | Sign onto [myunsw.edu.au](https://my.unsw.edu.au/portal/dt?desktop.suid=uid=anonymousActive,ou=People,dc=unsw,dc=edu,dc=au) and go to ‘My staff profile’. Under ‘My staff Services’, click on the H2O logo. You can access more information to report a hazard or incident by going to [‘Guide to reporting hazards and incidents (HS713)’](http://www.ohs.unsw.edu.au/hs_procedures_forms/guides/HS713_Guide_to_reporting_hazards_and_incidents.pdf) |
| * **Advise worker what compulsory H&S training courses they MUST complete during the first 3 months.**
 | The following courses must be completed by any Staff members working over 7 hours a week. Workers must complete these courses within the first 3 months of employment. If workers are only employed for two weeks or less but are still doing over 7 hours per week, the following courses do NOT need to be completed.* HS Awareness (on-line course)
* Ergonomic Training

Supervisors (Managers, Supervisors and Heads of School) ONLY* HS for Supervisors

*Full- time Equivalent:* will be automatically enrolled on the Monday after their first pay*Contractor/Casuals (working > 7hrs p/w):* contact the H&S unit via the following email ohs@unsw.edu.au with their z number to enrol |
| * **Show worker how to access UNSW’s Health and Safety Policy**
 | Under Policies, Protocols and Legislation - <http://www.ohs.unsw.edu.au/hs_procedures_forms/index.html> or go to the HR website and click on the ‘Health & Safety’ tab and in the left column go to ‘HS Procedures & Forms’ |
| **Will worker be involved in following activities outside of the normal office environment?****Off-site Travel** **International Travel** **Working From Home**  | If worker is involved in one of the outside activities, the supervisor must discuss with the worker what activities they will be involved in and explain the associated Risk Management forms, ensuring worker signs off that they have read and understood the contents. Workers who have not read and signed the risk management forms will not be eligible to work within those environments. *Off-site Travel* It is the Supervisors responsibility to produce a Risk Management form for off-site travel. This should be done in the Project Management start up and it must be tailored to individual project activities.*International Travel*International Travel Risk Management forms only need to be completed if employee is travelling to a country labelled by the [DFAT](http://www.dfat.gov.au/) as a Level 2/3/4. If traveling to a level 3 or 4 country, supervisor may need to consult the Risk Management Unit and obtain permission of a [UNSW Executive Team member](http://www.unsw.edu.au/about-us/governance/executive-team). |
| * **HS Workstation Checklist (**[**HS114**](http://www.ohs.unsw.edu.au/hs_procedures_forms/checklists/HS114_Workstation_Checklist.doc)**)** **must be completed.**
 | Supervisor is to advise worker that after they have completed the online Ergonomics course and have read through the [Work Station Setup](http://www.ohs.unsw.edu.au/officesafety/workstation_setup.html) they need to complete the HS Workstation Checklist ([HS114](http://www.ohs.unsw.edu.au/hs_procedures_forms/checklists/HS114_Workstation_Checklist.doc)) |
| * **Has the worker read the ‘Office Risk Management Form’**
 | All staff must refer to the [‘Office Risk Management Form’](CPHCE_HS_Risk%20management%20.docx). We recommend reading through this carefully to ensure you are aware of the potential risks associated with working in an office environment. |
| **Signatures**  |
| **Worker’s name**  | **Worker’s signature**  |
| **Supervisor’s name**  | **Supervisor’s signature**  |
| **Date** |  |
| ***Please return this form to Sarah Ford for processing. Thank you***  |