

ILP / PHD / Masters Students go directly to point 4. Visiting Staff go directly to point 3.

1. Permanent employees

- Have you visited Medicine HR (Jackie) and been inducted
- Have you received your Zpass

Skip to 4.

2. Casual Employees

- Have you filled in a Salary 11 form from your supervisor; if you are unsure of what this is please call then centre prior to your starting day on +61 (2) 9385 1547 or email Sarah Ford at sarahf@unsw.edu.au
- Have you received a Zpass – you can contact Sarah Ford (she sits at the front desk or you can email her at sarahf@unsw.edu.au) or your supervisor to find out

Skip to 4.

3. Visiting staff to CPHCE (more than 3 days)

- Supervisor is to complete the OHS Induction form with you. This can be found on the CPHCE website under new staff. Your supervisor will pass this onto Sarah

4. Induction to the CPHCE

Introduction to building

- Have you been walked through the level
- Are you familiarised with location of:
 - First Aid officer
 - Fire Warden officer
 - Fire Exits
 - Fire extinguishers/ blankets
 - First Aid Kit
 - Kitchen
 - Toilets
 - Stationary room
- Have you been shown the evacuation procedure and meeting areas
- Have you been shown to your working area/office

Visiting staff checklist ends here.

Computer set-up

- Can you use the following
 - Zpass
 - Outlook email
 - myUNSW

- Casual staffs only; use of myunsw to submit pay claims, view pay advice etc. More information regarding this can be found on the website under 'casual staff'

H&S

- Have you been directed to the [CPHCE website > Staff page > New staff](#) to complete the following :
 - CPHCE_HS Induction Form01 (CPHCE_HS_IF01) and the Workstation Checklist (HS114)
 - Employee Acknowledgement form
 - New Staff Form
- Have you pass on the above two forms to the correct person; these forms must be forwarded to Sarah Ford via scanning (you can learn how to scan documents by going to the [How Do I's](#) on the 'Staff' page) and emailing them to her at sarahf@unsw.edu.au or by passing it to her at the front desk.
- Have you read the 'Working at CPHCE website' and other attachments shown under 'new staff' on the CPHCE website that are applicable to you

More information on Health & Safety can be found by going to the [CPHCE website \(under staff\)](#) and the CPHCE Workplace Protocol

- All staff working more than 7 hours per week need to complete the following, please ensure you understand your commitment to do so within the week:
 - EO online Module 1 (Managers and supervisors need to complete Module 1 & 2)
 - OH&S Awareness Training
 - If you are a Supervisors you must complete the 'Health and Safety Training for Supervisors' – you can enrol to do this via myUNSW (Training Registration/OHS Staff/Office-Based Supervisor Training)
- Has your Supervisor checked in
 - Do you know all your working tasks to be completed
 - Have you been introduced to other employees working in the centre
- 2-3 Day follow up
 - Has Gawaine/ Lynn/ Teng met with you to discuss how your are settling and cover a short description of CPHCE and how the centre works as whole
- 2-3 week follow up
 - Has your supervisor 'checked in' to discuss your progress and address any issues you may be having

Good Luck