

Safety Induction Checklist

School of Computer Science and Software Engineering

Employee's Name:

Position:

Supervisor:

Section:

Location:

Supervisor: These actions should be completed during the first week or as soon as practicable after the employee commences. Tick off each action and sign when all actions have been completed. Please retain this checklist and provide a photocopy to the employee and to the General Office within two weeks of commencement date.

Employee: You should sign the form where indicated when you are satisfied that the items have been completed.

A copy of this checklist with hyper links to relevant safety policies and procedures is available from the Safety and Health Office web site at: <http://www.safety.uwa.edu.au/>. School specific policy and procedures is available from the school's web site: <http://www.csse.uwa.edu.au/safety>.

General safety information provided and discussed:

UWA Occupational Safety and Health Policy – provide a copy/discuss	
UWA occupational safety and health policies and procedures – refer to a copy of the current index and discuss parts including:	
• smoking policy	
• resolving occupational safety and health issues	
• hazard reporting – show a copy of the hazard report form	
• accident, injury and incident reporting – show a copy of the report form	
• workers' compensation and rehabilitation	
Employee assistance program – advise	
School occupational safety and health manual – provide/show a copy/discuss	

Emergency Procedures:

Provide and explain the Emergency Procedures for fire, evacuation, bomb threats and other events	
Show locations and discuss use of fire extinguishers	
Show means of escape from building and assembly locations	
Show location and use of other emergency equipment	
Show location of First Aid box – advise of First Aid Officer	

Safety Personnel in School/Section. Introduce and discuss, where applicable, the safety roles and responsibilities of the:

Designation	Name	
Head of School/Section	Prof Mohammed Benamoun	Ext 2716
School Safety Officer	Mr Laurie McKeaig	Ext 3459
Safety and Health Representative		
Building Warden	Ms.Nicola Hallsworth	Ext 2716
Area - Wardens	Various (See School Safety Handbook)	
First Aid Officer	Mr. Ryan McConigley	Ext 7082
First Aid Officer		

Specific workplace procedures and requirements:

Discuss specific workplace hazards and procedures to be followed, including:	
<ul style="list-style-type: none"> • screen based equipment and workstation ergonomics • laboratories and workshops – inc. hazardous substances requirements • machinery and equipment – discuss/demonstrate safe working procedures • waste disposal procedures 	
Security card, keys and afterhours access to building	
Provide and discuss proper use and care of personal protective equipment	
Assist in obtaining any necessary certificates, permits, licenses or other qualifications as required	

Follow up actions such as further information, instruction, equipment or training required:

Action	By whom	By when

Supervisor's Signature: **Date:**

Employee's Signature: **Date:**

Comments:

