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| --- | --- | --- | --- | --- |
| **Employee Name:** | Employee Number: | | | Date: |
| Position: | | | | |
| Area/Faculty: | Location: | | | |
| Manager/Supervisor: | | | | |
| **Description** | | Yes/ No/NA✓ | If no or NA, why? | |
| **Orientation**   * Identify manager/supervisor or area contact person for campus * Show immediate area(s). Provide tour of areas * Show off limit / restricted access areas (where required) * Show amenities / toilets / common areas / lunch room / etc * Outline Smokefree campus policy * Identify if site access required and obtain relevant access (ie cardax) * Parking system and maps * Security (Dial 9266 4444) * Medical/Health Service | |  |  | |
| Emergency Response  * Emergency Phone number for campus. (i.e. – Bentley Dial 0 000 or 9266 4444 ) Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ph: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Emergency alarm system and sounds * Area Fire Wardens * Emergency evacuation procedures and diagrams * Emergency exits and equipment location * Emergency assembly points * Defibrillator Locations * First aid kit(s) and area first aiders * Safety showers, eye wash stations, spill kits, shutdown procedures etc where applicable | |  |  | |
| **Explain Work Tasks**   * Specific day to day duties * Line of management * Relevant Polices * Standard operating or work procedures * Specific operating or work procedures e.g. lab safety, manual handling, PPE required, plant and equipment safety procedures, hazardous substances, working from heights, slips, trips falls, electrical safety, permit to work, vehicle safety, chemical stores, ChemAlert * Location of other relevant documents i.e. MSDS, Equipment manuals | |  |  | |

**This checklist should be completed at induction of all new staff or persons conducting work (paid or unpaid) for Curtin University. Once completed this checklist should be uploaded into iPerform.**

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| Health and Safety  * Health & Safety Policy & Procedures * Safety & Health Representative * Alcohol & Drugs in the workplace * Injury Management at Curtin * Incident / Hazard Reporting Procedures (within 24 hours) * Issue Resolution Procedure * Specific hazards (as appropriate to position/area) eg: slips / trips, chemicals, biohazards, machinery/equipment, electrical etc. * Risk Assessment requirements * Housekeeping procedures * WorkStation/Ergonomic services - Employee Kiosk/People and Culture   Pandemic Control Processes   * Unwell persons are not to come to campus or leave immediately if unwell * Area maximum occupancy posters are prominently displayed * Compliance with current physical distancing requirements * Pandemic information posters and tabletop cards are located in the area * Hand-washing and/or sanitiser facilities are readily available nearby * Suitable cleaning materials are available for use |  |  |
| Training  * Training Need Analysis - Identify and schedule further training and target completion due dates (refer to HSEM website for further information)   e.g.   * Essential Online Inductions * Manual Handling * Handling Dangerous Goods and Hazardous Substances * Spills Management * Other – please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

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| --- | --- | --- |
| **Employee:** | **Name:** | **Signature:** |
| **Manager/Supervisor:** | **Name:** | **Signature:** |
| **Uploaded to iPerform** | **Date:** | |

| **REVISION HISTORY** | | |
| --- | --- | --- |
| **Revision #** | **Date** | **Amendment Description** |
| 1 | 27/11/2014 | New Document |
| 2 | 11/06/2020 | Revised |