



New staff/research student	Name:	Commencement date:
Supervisor	Name:	Position:

Supervisors must complete this checklist for all new staff, research students, contractors and affiliates before they engage in related work – this is expected to be within the first week at work. The check-boxes for each category relevant to the worker's activities should be ticked-off.

### 1. Job Specific Hazards (to be completed for all workers)

- Discuss the main WHS risks associated with the job.
- Provide information about healthy and safe work procedures relevant to the job.
- Explain the requirement to comply with local WHS rules and procedures <http://www.usyd.edu.au/whs/>
- Require completion of the check list for setting up workstation <http://sydney.edu.au/whs/guidelines/workstation/index.shtml>
- Explain local procedures for minimizing manual handling risks [http://sydney.edu.au/whs/guidelines/manual\\_handling/index.shtml](http://sydney.edu.au/whs/guidelines/manual_handling/index.shtml)
- Identify WHS initial training needs of new starters (see section 8).
- Check if there are any special needs or existing health conditions to be accommodated.
- Explain and arrange any baseline health monitoring/testing required in the job.

### 2. Student/client contact roles: Applicable Non-applicable

- Outline the responsibilities of teaching staff in classrooms in emergency situations including identification of emergency exits and assembly points for room evacuation in response to an emergency situation or alarm.
- Explain legislative requirements (eg. Prohibited employment declaration) and safety procedures (eg. duress alarms) for staff in student/client contact roles.

### 3. Chemicals and dangerous goods: Applicable Non-applicable

- Inform worker of University Guidelines for Working with Chemicals <http://sydney.edu.au/whs/guidelines/chemical/index.shtml>
- Show how to access chemical safety information, including material safety data sheets (MSDS) and Chem Alert online <http://sydney.edu.au/whs/guidelines/chemical/chemalert.shtml>
- Explain how to do a risk assessment before working with a chemical.
- Show safe work procedures for the substances/processes the staff member will be working with.
- Arrange for any relevant personal protective clothing or equipment to be obtained.
- Explain local dangerous goods storage procedures and show the location of stores.
- Outline local procedures for hazardous waste disposal in accordance with the University's Guidelines for Hazardous Waste Disposal <http://sydney.edu.au/whs/guidelines/hazardouswaste/index.shtml>

### 4. Biological agents and animals: Applicable Non-applicable

- Explain the main hazards associated with the biological agents the new starter will be working with, eg micro-organism and risk group, modes and symptoms of infection etc.
- Explain the physical containment and safe work procedures used to control the risks associated with the micro-organisms <http://sydney.edu.au/whs/guidelines/biosafety/microbiol.shtml>
- Explain how to do a risk assessment before working with a biological agent.
- Explain the correct use or handling of equipment, eg biological safety cabinet, autoclave, sharps, centrifuge, liquid nitrogen Dewar.
- Explain precautions for safe handling of human and/or animal fluids and/or tissues, including relevant vaccinations, universal precautions [http://sydney.edu.au/whs/guidelines/biosafety/infect\\_cont.shtml](http://sydney.edu.au/whs/guidelines/biosafety/infect_cont.shtml)
- Arrange for any relevant personal protective clothing or equipment to be obtained.
- Explain local decontamination and waste disposal procedures, including location of clinical waste bins, in accordance with the University's Guidelines for Hazardous Waste Disposal <http://sydney.edu.au/whs/guidelines/hazardouswaste/index.shtml>

- Provide direction to health and safety information for Animal Houses  
<http://sydney.edu.au/whs/guidelines/animals/index.shtml>
- Demonstrate safe handling techniques for animals the staff member will handle.
- Explain requirements for working with Genetically Modified Organisms  
[http://sydney.edu.au/whs/guidelines/biosafety/gene\\_technology.shtml](http://sydney.edu.au/whs/guidelines/biosafety/gene_technology.shtml)

**5. Radiation: Applicable  Non-applicable**

- Explain the type(s) of radiation to be used and the protection methods to be adopted  
<http://sydney.edu.au/whs/guidelines/radiation/index.shtml>
- Explain how to do a risk assessment before working with radiation.
- Outline methods for detection, measurement and decontamination when working with ionizing radiation.
- Show safe work procedures for the sealed sources/unsealed sources/irradiating equipment being used.
- Arrange for any relevant personal protective clothing or equipment to be obtained.
- Explain local storage and waste disposal arrangements in accordance with the University's Guidelines for Hazardous Waste Disposal <http://sydney.edu.au/whs/guidelines/hazardouswaste/index.shtml>
- Explain any requirements and arrangements for baseline testing or ongoing monitoring (eg. eye tests for laser use)

**6. Medical Electronics (Psychophysiology): Applicable  Non-applicable**

- Inform the new starter of the main hazards associated with using biomedical equipment.
- Explain how to do a risk assessment before working with biomedical equipment.
- Show the location and operation of RCD protection circuits and 'in test' inspection tags.
- Show the staff member where to access instruction manuals for the equipment being used.
- Provide personal protective equipment (glasses, gloves etc).

**7. Machinery: Applicable  Non-applicable**

- Inform the new starter of the main hazards associated with machinery they will be operating.
- Explain how to do a risk assessment before working with machinery.
- Explain and demonstrate the safe work methods to be followed when operating the machinery, including location and operation of emergency stop buttons, positioning and use of guards etc.
- Show the staff member where to access instruction manuals for the machinery being used.
- Arrange for any relevant personal protective clothing or equipment to be obtained.

**8. Subject specific WHS training: Applicable  Non-applicable**

List other WHS training relevant to this position: <a href="http://sydney.edu.au/ohs/ohs_manual/training/index.shtml">http://sydney.edu.au/ohs/ohs_manual/training/index.shtml</a>	
<input type="checkbox"/> Working with Chemicals	<input type="checkbox"/> Working with Animals
<input type="checkbox"/> Biosafety	<input type="checkbox"/> Radiation Safety for Laboratory Workers
<input type="checkbox"/> Faculty Tutor Training module	<input type="checkbox"/> Principles and Practices of University Teaching & Learning
<input type="checkbox"/> Clinic Induction	<input type="checkbox"/> Electrical safety (Psychophysiology)

**9. Confirmation of completion of Local WHS Induction**

	Name	Signature	Date
New Starter			
Supervisor			
School/Unit			

A completed copy of this check list should be retained by the supervisor and inductee. The supervisor should complete the Job-specific section of WHS Induction summary and arrange for it to be stored in School WHS web repository.