

New Staff Member/Post Graduate Details		
Title	Given Name(s)	Family Name
Position	Staff Number	
Building Name and Code		Commencement Date
Supervisor Name		Supervisor Position

On the first day have you:	(to be completed by supervisor or nominated delegate)	Y	N A
Emergencies http://sydney.edu.au/whs/emergency/index.shtml			
Given copies of emergency procedures, map of fire exit locations, names of wardens?			
Provided contact details for Nominated First Aid Officers in the building?			
Provided contact details for Security Services?			
Explained incident, injury and illness reporting requirements? http://sydney.edu.au/whs/report/how_to_report.shtml			
Explained procedures for reporting hazards and security threats?			
Provided contact details for the Campus Infrastructure and Services (CIS) https://campusassist.sydney.edu.au/			
General WHS Responsibilities http://sydney.edu.au/whs/responsibilities/individuals.shtml			
Submit evidence of completion of web based WHS Induction			
Shown location of University's WHS Policy and Guide for Staff and outlined its intent?			
Explained the requirement to comply with local WHS rules and procedures?			
Directed the new staff member to School Website WHS resource?			
School Specific WHS Matters			
Provided contact details for School Safety Officer, other relevant WHS contact people, eg hazardous waste, etc?			
Explained local consultation arrangements for WHS matters, eg staff meetings, risk assessments, etc as per whsrm Program? http://sydney.edu.au/whs/activities/risk_management.shtml			
Provided information about any high hazard or restricted access areas such as laboratories, workshops, clinics, etc?			

In the first month have you:	(to be completed by supervisor)		
Job Specific WHS Matters			
Discussed the main WHS risks associated with the job?			
Provided information about safe work procedures relevant to the job?			
Directed the new staff member to WHS resources including the main web site? http://sydney.edu.au/whs/			
Had the staff member check ergonomic set up of their work location as per office ergonomics checklist? http://sydney.edu.au/whs/guidelines/workstation/index.shtml			
Explained local procedures for minimizing manual handling risks? http://sydney.edu.au/whs/guidelines/manual_handling/index.shtml			
Identified WHS initial training needs of new staff member?			
Checked with staff member about any special office requirements or existing health conditions?			
Explained and arranged any health monitoring/testing required in the job?			

Supervisor's Signature	Inductee Signature	Date