


Supervisor to complete with new staff member

Supervisors are responsible for inducting new or relocated personnel, visitors and contractors as part of the OHS Induction Process. Not all the requirements may be relevant to visitors and contractors.

PLEASE NOTE: This form should be returned to the person looking after the local area training records for recordkeeping

Identification

Inductee's Name:	Position title:
Supervisor's name:	Position title:
Faculty/Division:	School/Unit:

General requirements

The supervisor must explain the following to inductees:	(tick when completed)
1. Explain the main Hazards & Risks associated with the inductee's job and work area: Review each relevant risk assessment with inductee (focus on identified risks and how they are being controlled) <input type="checkbox"/> List Risk Assessment relevant to the inductee: 1) 2) 3) Get inductee to sign each relevant risk assessment, to indicate they have read and understand the risk and controls.	
2. Safe Work Procedures relevant to Inductee's job (if applicable): Show them how to access all relevant Safe Work Procedures <input type="checkbox"/> List Safe Work Procedures (SWP) relevant to the inductee: 1) 2) 3) Get inductee to sign each SWP, to indicate they have read and understand the task and controls	
3. OHS Training: Advise inductee of the OHS training required in accordance with the Unit Training Needs Analysis. Show inductee how to locate and enroll for training using myUNSW https://my.unsw.edu.au/portal/dt?desktop.suid=uid=anonymousActive,ou=People,dc=unsw,dc=edu,dc=au . <input type="checkbox"/> Training to be completed within first 3 month probationary period: + On-line OHS Awareness & On-line Ergonomic training Full Time Equivalent: will be automatically enrolled on the Monday after their first pay. Contractor: must contact the OHS Unit ohs@unsw.edu.au with their z id number to be enrolled. Casual: Casual working more than 7 hours per week must contact the OHS Unit ohs@unsw.edu.au with your z id number to be enrolled. Working less than 7 hours per week exemption granted. + Manual Handling (class-based course) – new hires are to register for this course via myUNSW. (On-line course soon to be released in early 2012) Other:	
4. Go through the Workstation checklist to ensure correct ergonomic workstation set up. OHS114 Workstation Checklist <input type="checkbox"/>	

Give the page overleaf to the Inductee and ask them to talk to their colleagues and find out the following information. Allow one week for the completed form to be returned to you.



Inductee to complete

Over the next week take the opportunity to get to know colleagues in your work area. In particular ask around and find the answers to the following questions:

Please return this completed form to your supervisor within one week of your induction

1. Who is your OHS representative?
2. Who is your nearest fire warden?
3. Who is your nearest first aid officer?
4. Where is the emergency assembly point for your building?
5. What do we do if the alarm sounds?
6. What does the evacuation alarm sound like?
7. Where is the University Health Service located?
8. What is the UNSW Emergency telephone number?
9. How do you report a Hazard or incident?
10. What does H₂O stand for on the OHS Logo?

Signatures

Inductee's name:	Inductee's signature:
Supervisor's name:	Supervisor's signature:
Date:	
If the inductee will work in any UNSW laboratory they are also required to complete the OHS049 Laboratory Induction and Authorisation form	