On the first day have you:	Yes	N/A
Emergencies		
Shown the new staff member the locations of nearest fire exits?		
Explained the location of the emergency assembly point?		
Explained the emergency alarm system for the building (alert, evacuation tones, etc.)?		
Provided contact details for Nominated First Aid Officers in the building?		
Provided contact details for Security Services?		
Explained incident, injury and illness reporting requirements?		
Explained procedures for reporting hazards and security threats?		
Provided contact details for the Campus Property and Services Service Desk?		
General OHS Responsibilities		
Explained general WHS responsibilities of all staff outlined in the School's WHS Policy and Guide for Staff?		
Explained the requirement to comply with local WHS rules and procedures?		
Location/Department Specific OHS Matters		
Provided contact details for Departmental Safety Officer, Zone WHS Committee, other relevant WHS contact people, e.g. hazardous waste, radiation safety, etc.?		
Explained local consultation arrangements for WHS matters, e.g. staff meetings, departmental committees?		
Provided information about any high hazard or restricted access areas such as laboratories, workshops, clinics, etc.?		

In the first week have you:	Yes	N/A
Job Specific WHS Matters **NB see separate sections for laboratory/workshop/clinic based jobs and for staff with teaching responsibilities/ working in classrooms**		
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 WHS & Injury Management website?		
Had the staff member check ergonomic set up of their work locations per office ergonomics checklist?		
Explained local procedures for minimizing manual handling risks?		
Explained incident, injury and illness reporting requirements?		
Explained procedures for reporting hazards and security threats?		
Provided contact details for the Campus Property and Services Service Desk?		
General OHS Responsibilities		
Explained general WHS responsibilities of all staff outlined in the School's OHS Policy and Guide for Staff?		
Explained the requirement to comply with local WHS rules and procedures?		
Location/Department Specific WHS Matters		
Provided contact details for Departmental Safety Officer, Zone WHS Committee, other relevant WHS contact people, e.g. hazardous waste, radiation safety, etc.?		
Explained local consultation arrangements for WHS matters, e.g. staff meetings, departmental committees, etc. as per WHS Program?		
Provided information about any high hazard or restricted access areas such as laboratories, workshops, clinics, etc.?		

Acknowledgement

New Employee (please print)	Signature	Date
Supervisor (please print)	Signature	Date