



INDUCTEE INFORMATION	
Name	
Supervisor	
Date	

	✓
Staff	
Student	
Visitor	

Supervisors must ensure workers / volunteers are inducted into their workplace prior to commencing work and the completed induction form should be handed to the Administrative officer within 1 week of commencement. It is to be retained by the School as evidence of induction and a copy given to inductees. Further information is available at www.safety.uwa.edu.au/induction-and-training.

Inductees should also read the Plant Biology Safety Notes http://www.plants.uwa.edu.au/staff/safety_and_inductions and complete the compulsory [UWA Online Health and Safety Induction](#) within 1 week of commencement. This completion will be noted on ESS and the completed certificate must to be forwarded to admin officer.

Most documents hyperlinked below will apply to UWA workers even when not working on campus. Where a local equivalent document or process exists it is acceptable to use that instead provided that it is relevant to that workplace and it meets the same standards as the UWA equivalent.

An electronic version of this form can be found on the Plant Biology Website – please visit the electronic version to click the links and do a thorough read of the policies and procedures. <http://www.plants.uwa.edu.au/staff>

1. HAZARDS, INCIDENTS AND EMERGENCIES	✓
Emergency procedures including local health and safety personnel and emergency telephone number.	
Show the location of the Building Safety Personnel Poster containing emergency contact information.	
Verify the locations of first aid boxes.	
Verify the locations of fire extinguishers, fire blankets (where present) and fire alarm.	
Verify the locations of emergency fire procedures. Thoroughly explain the procedures, show the exit routes and assembly points.	
How to report hazards . A hazard is a situation which presents the potential for an incident, accident or near miss. All hazards must be reported to your supervisor/manager or the university where no reliable remedy has been found locally.	
How to report incidents, injuries, illness, disease or near misses . All incidents must be reported to your supervisor/manager and The University requires that all injuries, incidents and near misses are properly reported, investigated and recorded.	

2. SAFETY PERSONNEL ROLES AND RESPONSIBILITIES	✓			
Inform the inductee of the following personnel and explain their safety roles and responsibilities:				
Head of School, Director or Senior manager	<input type="checkbox"/>	<input type="checkbox"/>	Building Warden (in your area)	<input type="checkbox"/>
School Safety Officer	<input type="checkbox"/>	<input type="checkbox"/>	Area Warden (Red hat person)	<input type="checkbox"/>
Health and Safety Representatives	<input type="checkbox"/>	<input type="checkbox"/>	School Radiation Officer	<input type="checkbox"/>
First Aid Officer (in your area)	<input type="checkbox"/>	<input type="checkbox"/>	School Biological Safety Officer	<input type="checkbox"/>
			Chemical Safety Officer	<input type="checkbox"/>

3. GENERAL INFORMATION	✓
Verify the location of the nearest facilities including toilets, showers and kitchens.	
Discuss the contents of the SPB Welcome Pack.	
Discuss the procedures for the use of University vehicles. http://www.safety.uwa.edu.au/policies/use_of_university_vehicles	
Discuss the procedures for the use of School vehicles. http://www.plants.uwa.edu.au/staff/policies	
Discuss Fieldwork procedures, including all relevant forms. http://www.safety.uwa.edu.au/policies/field_work	
Discuss any other relevant housekeeping procedures relevant to your work.	
Inductee to complete the compulsory UWA Online Health and Safety Induction within <u>1 week</u> . Forward certificate to admin.	
How local health and safety arrangements conform to the UWA Work Health and Safety Policy .	
Discuss the UWA Code of Ethics and Code of Conduct .	
Explain the process for resolution of health and safety issues .	
The principal aspects of workers' compensation and the injury management processes.	
Discuss psychological health resources available, including the employee assistance program and grievance procedures .	
Electrical safety using the electrical safety pamphlet .	
The importance of working comfortably with computers and how to book an ergonomic assessment .	
The UWA is smoke free policy.	
Ensure that existing personal health status, where relevant to the work, has been disclosed so that any required, specific needs can be accommodated. This includes any allergic reactions or conditions for which assistance could be required.	

4. WORKPLACE SPECIFIC INFORMATION ✓	
Discuss any specific training requirements related to work being done for example Gene Technology, First Aid, Manual Handling, Radiation, Driving, Boating or Diving.	
Discuss obtaining any necessary certificates, permits or licences as required.	
Discuss known workplace hazards with reference to use of vehicles, equipment and hazardous substances eg. Liquid Nitrogen.	
Provide and discuss proper use and care of any personal protective equipment (PPE) to be used in the workplace.	
Discuss access restrictions (e.g. controlled access laboratories or workshops), working alone and after hours working .	

5. LABORATORY SPECIFIC INFORMATION ✓	
Introduce inductee to lab manager, supervisor and all other lab occupants.	
Discuss lab specific protocols.	
Verify the locations of first aid box, fire extinguishers and fire blankets (where present).	
Verify the location of the Chemical Spill Kit and discuss correct procedure and safe use of the kit.	
Verify the location of the Emergency Eye Wash Station and discuss correct procedure and safe use.	
Verify the location of the nearest Emergency Shower and discuss correct procedure and use.	
Provide safety glasses and laboratory coat and discuss the usage and storage procedures for both items.	
Discuss waste disposal management. http://www.safety.uwa.edu.au/topics/waste	
Ensure enrolment in next Lab Safety Course. http://www.safety.uwa.edu.au/induction-and-training/courses/laboratory-safety	
Verify the location of the Material Safety Data Sheets file and discuss the necessary use and interpretation of the MSDS.	
Locate and discuss the hazardous areas and discuss the precautions required while working in hazardous areas:	

6. GLASSHOUSE SPECIFIC INFORMATION (SUPERVISOR TO INDUCT) ✓	
Introduce inductee to PGF manager / supervisors and all PGF staff.	
Discuss all PGF specific protocols.	
Ensure enrolment in Manual Handling Course. http://www.safety.uwa.edu.au/induction-and-training/courses/manual-handling	
Verify the location of safety glasses, dust masks and other relevant protective gear. Discuss the usage and storage for all items.	
Verify the location of the fire extinguishers, fire blanket and fire alarm.	
Discuss emergency evacuation procedures and muster points.	
Verify responsible Building & Area Wardens for this area.	
Verify the locations of first aid boxes.	
Verify responsible First Aid Officer for this area.	
Verify the location of the Chemical Spill Kit and discuss correct procedure and safe use of the kit.	
Verify the location of the Emergency Eye Wash Station and shower. Discuss correct procedure and safe use.	
Discuss waste disposal management. http://www.safety.uwa.edu.au/topics/waste	
Locate and discuss the hazardous areas and discuss the precautions required while working in hazardous areas:	

7. FURTHER INFORMATION, INSTRUCTION OR TRAINING REQUIRED	PROVIDER	BY (DATE)

INDUCTEE DECLARATION		
I will comply with the UWA Work Health and Safety Policy and associated Safe Systems of Work. I acknowledge receipt of this health and safety induction and have received the necessary information, instruction and training required to enable me to work safely.		
NAME:	SIGNATURE:	DATE:

SUPERVISOR ENDORSEMENT		
NAME:	SIGNATURE:	DATE:

GLASSHOUSE MANAGER ENDORSEMENT		
NAME:	SIGNATURE:	DATE: