

HS006 Health and Safety Induction Form

Welcome to UNSW! Completing your local workplace induction is an essential step in ensuring you understand how to **Think Safe, Be Safe, and Get Home Safe**. This form outlines the key health and safety responsibilities for all new staff members. If you are required to access a laboratory or workshop, please also complete the HS049 Laboratory-Workshop Induction.

Inductee's Name:		zID:		Position:	
Manager/Supervisor Name:					

Emergency Preparedness for all buildings/sites where work will be undertaken:

- ☐ Watch the emergency management team's preparedness [Videos](#).
 - ☐ These provide essential guidance on emergency procedures relevant to your work area.
- ☐ Install the SafeZone app to your phone to get security assistance and alerts 24/7 [SafeZone App](#).
 - ☐ For rural clinical / field areas call 000 or consult the local area about emergency assistance protocols.
- ☐ Familiarise yourself with the campus layout: [Interactive Campus Map](#).
- ☐ Review the Emergency information in the area(s) where you work.
 - ☐ Evacuation routes and assembly areas.
 - ☐ If you have a need for a Personalised Emergency Evacuation Plan (PEEP) please discuss this with your manager and the chief warden.
 - ☐ Emergency response procedures.
 - ☐ Locations of First Aid Kits (green cross on white background).
 - ☐ Automated External Defibrillator (AED) [Locations](#) (Sydney campus map. Consult supervisor in other areas).

Health and Safety Essentials (to be completed within your first week):

- ☐ Review Key Policies and Resources:
 - ☐ Access the [Health and Safety Policy](#), [MyUNSW](#), [Health & Safety](#) and [Wellbeing](#) websites.
 - ☐ Read the UNSW [Code of Conduct and Values](#). If you are a student facing staff member you should also be aware of the [Student Code of Conduct](#).
 - ☐ Be aware of your ability to speak up. If you see something that does not align with our codes of conduct or the law [Speak Up at UNSW](#).
- ☐ Complete mandatory training: Working@UNSW, Safety@UNSW, and Security@UNSW.
- ☐ Complete needed training for access into specific areas. See the [Staff Training Sharepoint](#) for module details.
- ☐ Make sure you can access and log into [Salus](#), UNSW's safety reporting system. Salus is where you report physical or psychosocial incidents, near misses, and hazards in the workplace. How to guides can be found on the [Salus SharePoint site](#).
- ☐ Essential Safety Actions for Office and Remote Work:
 - ☐ Read the [The Office Safety Toolkit](#).
 - ☐ Ensure completion of the workstation set-up self-assessment, using the [HS114 Ergonomic Inspection in Salus](#). Ensure pre-existing ergonomic issues and/or other known work related issues are discussed with your manager. ([Inspections How to Guide](#))
 - ☐ Be aware that there are injury management and return to work procedures and process in place. You can find out how to lodge a [Workers Compensation Claim here](#). Please raise any queries with your manager.
 - ☐ If you and your manager have a Working From Home (WFH) agreement in place, then complete a [WFH checklist in Salus](#) during your next WFH day ([WFH Checklist How To](#)) and raise any issues with your manager.
- ☐ If your role includes any [Off-Campus Activities](#) (for example, fieldwork), discuss this process with your manager. Learn how to complete UNSW's Risk Management Form ([RMFs](#)). Set up and get approval for these [Activities in Salus](#).
- ☐ Make yourself aware of the process for booking travel and accommodation for UNSW business [MyTravel@UNSW](#).
- ☐ Talk to your manager about any need to work alone or after-hours. [HS322 Working Alone or After-Hours Guideline](#) can be consulted.
- ☐ Seek clarity from your manager regarding access hours and any work area(s) opening /closing protocols

Please note: The University has engaged an [Employee Assistance Program \(EAP\)](#) service for employees and managers that offers a suite of services, including free and confidential counselling.

Inductee's Signature		Date	
Supervisor's Signature		Date	