



HEALTH, SAFETY AND WELLBEING TEMPLATE

LOCAL INDUCTION RECORD

PLEASE USE BLOCK LETTERS

School/Branch/ Area of Work	Elder Conservatorium of Music- ELDER	Commencement date	/ /
Surname		Given Name(s)	
Position/role		Name of Manager/Supervisor or other person conducting the induction	

This form will ensure that the important information concerning HSW induction to this area has been covered. Additional information and training will be prioritised and progressively provided to you by your Manager/Supervisor to ensure your ongoing safety in your role.

Please check off each item to verify your understanding, as the following information is provided:

Health, Safety and Wellbeing – Key personnel		
<input type="checkbox"/>	Name of the Health and Safety Officer (where applicable)	Ashleigh Geiger, Susan Boehm, Claire Oremland
<input type="checkbox"/>	Name of the Health and Safety Representative (where applic)	N/A
<input type="checkbox"/>	Name of the First Aid Officer(s)	Claire Oremland
<input type="checkbox"/>	Name(s) of the Emergency Floor Warden	Claire Oremland
Emergency Management		
<input type="checkbox"/>	Information on the local procedure on hearing the Fire Alarm including the type of alarm (e.g. single alarm or Beep...Beep...Whoop, Whoop)	Please see information sheet
<input type="checkbox"/>	The location of the Emergency Evacuation Posters	In both foyers
<input type="checkbox"/>	The location of the Emergency Exits	Any external door including side doors (ground or upper levels). DO NOT USE LIFT
<input type="checkbox"/>	The location of the External Assembly Area(s)	Goodman Lawns, out the front of Elder Hall.
<input type="checkbox"/>	The location of Emergency Colour Charts and a brief explanation of the colour codes	In both foyers. Ask at the Elder Office if need be.
<input type="checkbox"/>	The location of the First Aid Kit	Elder Hall office, Claire Oremland's office.
<input type="checkbox"/>	The location of the duress alarm(s) where applicable	Please call Security.
<input type="checkbox"/>	The location of the Red Break-Glass alarms (i.e. how to raise the fire alarm when the alarm is not sounding)	In both foyers
<input type="checkbox"/>	The security arrangements for the building/area of work (e.g. swipe card access), working in isolation, after hours (if applicable)	If you are working after hours you will need a swipe card to access Elder Hall. Please contact the music office.
Local Health and Safety Information		
<input type="checkbox"/>	Location of Safe Operating Procedures or specific safety information relating to the role/activities to be undertaken (e.g. Risk Registers, Plant Registers, Chemical Registers, Hazard Registers)	In the Music Office. Contact Ashleigh or Susan
<input type="checkbox"/>	Location of Material Safety Data Sheets and/or access to Chemwatch	N/A
<input type="checkbox"/>	Specific hazards in the work area/environment where information is considered necessary on commencement.	N/A
<input type="checkbox"/>	Set up of Workstation(where applicable)	N/A
<input type="checkbox"/>	Specific requirements (i.e. if you have a disability requiring additional assistance e.g. hearing, sight, language)	Contact Ashleigh or Claire
<input type="checkbox"/>	How to raise a HSW issue	Contact Ashleigh or Claire

Signature of new Staff Member/HDR student:	/ /
Signature of person conducting the induction:	/ /

HSW Handbook	HSW Induction (Appendix A)	Effective Date:	11 February 2010	Version 1.1
Authorised by	Vice Chancellor and President	Review Date:	February 2013	Page 1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			