# HEALTH, SAFETY AND WELLBEING TEMPLATE

## LOCAL INDUCTION RECORD

PLEASE USE BLOCK LETTERS

<table>
<thead>
<tr>
<th>School/Branch/Area of Work</th>
<th>Elder Conservatorium of Music- ELDER</th>
<th>Commencement date</th>
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</thead>
<tbody>
<tr>
<td>Surname</td>
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<tr>
<td>Given Name(s)</td>
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<tr>
<td>Position/role</td>
<td>Name of Manager/Supervisor or other person conducting the induction</td>
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</table>

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

- Name of the Health and Safety Officer (where applicable): Ashleigh Geiger, Susan Boehm, Claire Oremland
- Name of the Health and Safety Representative (where applicable): N/A
- Name of the First Aid Officer(s): Claire Oremland
- Name(s) of the Emergency Floor Warden: Claire Oremland

### Emergency Management

- 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
- The location of the Emergency Evacuation Posters: In both foyers
- The location of the Emergency Exits: Any external door including side doors (ground or upper levels). DO NOT USE LIFT
- The location of the External Assembly Area(s): Goodman Lawns, out the front of Elder Hall.
- 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.
- The location of the First Aid Kit Elder Hall office, Claire Oreland’s office.
- The location of the duress alarm(s) where applicable: Please call Security.
- 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
- 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

- 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
- Location of Material Safety Data Sheets and/or access to Chemwatch: N/A
- Specific hazards in the work area/environment where information is considered necessary on commencement: N/A
- Set up of Workstation (where applicable): N/A
- Specific requirements (i.e. if you have a disability requiring additional assistance e.g. hearing, sight, language): Contact Ashleigh or Claire
- How to raise a HSW issue: Contact Ashleigh or Claire

### Signatures

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