

HEALTH, SAFETY AND WELLBEING TEMPLATE

LOCAL INDUCTION RECORD

**PLEASE USE BLOCK LETTERS**

School/Branch/ Area of Work	Elder Conservatorium of Music Madley, Hartley and Schulz Buildings	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) <b>Ashleigh Geiger, Susan Boehm</b>
<input type="checkbox"/>	Name of the Health and Safety Representative (where applic) <b>N/A</b>
<input type="checkbox"/>	Name of the First Aid Officer(s) <b>Amanda Grigg, Ashley Turner</b>
<input type="checkbox"/>	Name(s) of the Emergency Floor Warden <b>Amanda Grigg, Bruce Hancock, Lianne Heath</b>
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) <b>Please see information sheet</b>
<input type="checkbox"/>	The location of the Emergency Evacuation Posters <b>In the foyer</b>
<input type="checkbox"/>	The location of the Emergency Exits <b>Any external door (ground or upper levels)</b>
<input type="checkbox"/>	The location of the External Assembly Area(s) <b>Kintore Avenue, lawns outside the Bragg Laboratories</b>
<input type="checkbox"/>	The location of Emergency Colour Charts and a brief explanation of the colour codes <b>In the foyer</b>
<input type="checkbox"/>	The location of the First Aid Kit <b>Amanda Grigg's office (Madley), Schulz level 2 Music office, Music Library Hartley</b>
<input type="checkbox"/>	The location of the duress alarm(s) where applicable <b>Schulz level 2 Music office</b>
<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) <b>In the foyer</b>
<input type="checkbox"/>	The security arrangements for the building/area of work (e.g. swipe card access), working in isolation, after hours (if applicable) <b>Please call campus Security if you require an escort when leaving after hours.</b>
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) <b>In the Schulz level 2 Music office. Contact Ashleigh or Susan</b>
<input type="checkbox"/>	Location of Material Safety Data Sheets and/or access to Chemwatch <b>N/A</b>
<input type="checkbox"/>	Specific hazards in the work area/environment where information is considered necessary on commencement. <b>N/A</b>
<input type="checkbox"/>	Set up of Workstation(where applicable) <b>N/A</b>
<input type="checkbox"/>	Specific requirements (i.e. if you have a disability requiring additional assistance e.g. hearing, sight, language) <b>Contact Ashleigh/Susan</b>
<input type="checkbox"/>	How to raise a HSW issue <b>Contact Ashleigh or Susan</b>

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