

HSW New Worker Induction Checklist



Worker Name:		Staff /Student No.:	
Supervisor Name:		Organisational Unit:	
Induction Officer:		Date Commenced:	

HSW Responsibilities and Communication		√/na
1	I have been directed to a copy of the UQ HSW Policy statement and I am familiar with the UQ HSW website	
2	My HSW responsibilities have been discussed with me, and I agree to comply with requirements. PPL 2.10.04 Health and Safety Responsibilities	
3	Supervisors and Managers. The additional health and safety responsibilities for supervisors and managers have been discussed with me, and I understand my legal and University due diligence obligations.	
4	I have been advised that specific Health and Safety Information for my work group can be found at: Contact:	
5	I know that my local Work Health and Safety Manager (WHSM)/Safety Coordinator (WHSC) is: Contact:	
6	I know that my local Work Health and Safety Representative (HSR) is: Contact:	
Emergencies and First Aid		√/na
7	I have been advised of UQ emergency procedures and local building rules and have been provided with a copy of the Emergency Procedure card relevant to my location/site.	
8	I have been advised how to call for assistance in the event of an emergency (e.g., fire, chemical spill, gas leak, medical emergency). The emergency contact and phone number for my site is: Contact:	
9	I know that my local Floor/Area Emergency Warden is: Contact:	
10	I have been shown the location of emergency equipment (fire extinguisher/hose), emergency exits, break- glass alarms, duress alarms, and the assembly meeting point/s during emergencies.	
11	The evacuation meeting point for my building is: Location:	
12	I have been shown the location of the First Aid Kit and contact details for the First Aid Officer.	
13	In the event that I require First Aid assistance, I would contact – refer to this website as well. Contact:	
14	I am aware of the requirement to advise my supervisor of all workplace incidents, injuries and illnesses, and to complete a report on UQ Safe-Incident Reporting Database.	
15	Students. I have been advised that UQ has insurance policies for students (e.g. personal accident insurance), and have been referred to University Insurance for more information.	
16	Staff. I have been advised that if I suffer a work-related injury, I can lodge an application for compensation with Work Injury Management (HSW Division). I have been referred to a copy of the ‘Claiming for Workers Compensation at UQ’ booklet for details.	
HSW Inductions and Training		√/na
17	I have completed and passed the UQ online general workplace safety training module ‘UQ Health, Safety and Wellness Induction’ . I understand that refresher training is required every 5 years.	

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18	I have completed and passed the UQ Annual Fire Safety Awareness Training module. I understand that refresher training is required annually.	
19	I have completed the 'UQ Training Needs Analysis' checklist with my supervisor, to identify any additional safety training required for my role at UQ. Copy attached.	
Hazards and Risk Management		√/na
20	I agree to complete/review risk assessments relevant to my work (with assistance from my Supervisor, co-workers and other relevant persons e.g. WHSC, Laboratory Manager, Workshop Manager, HSW Division Specialist Adviser), prior to the commencement of those activities.	
21	I understand that I can be asked to stop work if I am working in an unsafe manner.	
22	Minimum dress standards for laboratories, glasshouses, animal houses, specialised facilities and field sites have been explained to me, and I have been advised how/where to obtain required PPE and clothing.	
23	I have been advised of the rules and procedures for out-of-hours work for my Organisational Unit / Work Group / Building / Facility and I agree to follow these procedures.	
24	I have been advised of the UQ Sustainability Program, including the UQ hazardous waste operating procedures. I agree to complete Sustainability Training relevant to my role at UQ.	
25	I have been made aware that some UQ buildings, structures, plant and equipment may contain asbestos, and referred to PPL 2.20.01 Asbestos Management, for additional information.	
26	Chemicals of Security Concern. I will be working with CSC's that require security risk management according to the UQ CSC Procedure. I understand the required risk assessments and controls, how to seek assistance and how to report any suspicious behaviour or loss of CSC materials	
27	Reporting requirements for workplace hazards have been discussed with me, and I know that hazards can be registered on the UQSafe-Incident , UQ's online incident reporting database.	
28	I understand that if I identify a workplace hazard (e.g., damaged equipment; slip or trip hazard) I have a responsibility to report the hazard to my Supervisor.	
Ergonomics		√/na
29	Computer Workstations. I will be spending significant time working at a computer workstation, and I agree to view the online Computer Workstation Self-Assessment tool , to facilitate optimal posture during computer workstation tasks.	
30	Manual Tasks. Ways to prevent or minimise exposure to risk factors that can contribute to, or aggravate, work related musculoskeletal disorders associated with my work activities have been discussed with me.	
UQ Wellness and Assistance Programs		√/na
31	I have been advised that the University actively supports a healthy work life balance by provision of a UQ Wellness Program, Staff Assistance Program, and Student Support Program. I have been advised that UQ has a dedicated Workplace Psychologist to facilitate workplace support for staff.	
32	I have been advised that the University provides staff and eligible family members a free and confidential employee assistance services (including counselling) through an external provider Employee Assistance Program (EAP) . Equivalent services for students are available through Student Support .	
33	I have been advised of UQ's Wellness Program , including the corporate Fitness Passport Program .	
Laboratory and Workshop Workers		√/na
34	I understand that I must attend a local, site-specific facility induction with the local Lab/Workshop Manager prior to obtaining access to (or commencing work in) any UQ laboratory or Workshop.	
35	I understand that I must complete the ' Laboratory Safety ' online training, prior to	

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	obtaining access to (or commencing work in) any UQ Laboratory.	
36	The Laboratory / Workshop / Area Manager who will provide my facility specific induction is: Contact:	
Chemical Safety		√/na
37	Prior to working with chemicals, I agree to complete the ' Chemical Safety ' online training.	
38	Prior to working with compressed gases, I agree to complete the ' Compressed Gases Safety ' online training.	
39	I have been shown how to access Chemwatch for chemical safety information and Safety Data Sheets (SDS).	
40	I am aware that I must conduct a chemical risk assessment on the UQSafe-Risk database prior to commencing work with chemicals.	
41	Heavy Metals (Sch 14) I will be working with Heavy Metals and/or Schedule 14 Substances, and I understand that health surveillance may be required. I have been referred to my WHSC and/or the UQ HSW Division (Occupational Health Nurse Adviser) for advice and assessment. (e.g. Lead; Acrylonitrile; Arsenic; Benzene; Cadmium; Chromium; Silica; Isocyanates; Mercury; OP's; PAH; Thallium; Vinyl chloride; etc.)	
42	Prohibited and Restricted Carcinogens (Sch 10.1 & 10.2) I will be working with carcinogens that require an authority / permit from WHS Qld. I have been referred to my WHSC and/or the UQ HSW Division (Occupational Hygiene Adviser) to ensure appropriate training is undertaken and authority granted (eg. Benzene; Cyclophosphamide; Acrylonitrile; o-Toluidine; etc).	
Animal Workers		√/na
43	I have discussed existing health and allergy conditions which may be exacerbated by working with animals with my Supervisor, so that my specific health and safety needs can be accommodated. I have been advised that the UQ Occupational Health Nurse Adviser (HSW Division) can be contacted for confidential advice.	
44	I have reviewed the PPL 2.60.12 Health Surveillance for Laboratory Animal Allergy guideline, and I agree to follow the safety advice provided in this document.	
45	Prior to working with animals, I understand that I must complete animal ethics and animal handling training.	
46	Vaccinations / Health Surveillance. I understand that vaccinations and/or health surveillance may be required if I will be working with animals, and that the UQ Health Surveillance program is managed by the UQ Occupational Health Nurse Adviser (HSW Division). I will seek advice from my Supervisor and local WHSC.	
Radiation and Laser Safety		√/na
47	Radiation. I understand that if I need to use radioisotopes or analytical X-rays in my work I will need to obtain a user licence issued by Queensland Health. I will seek advice from my Radiation Safety Officer (RSO).	
48	Lasers. I understand that if I will be working with Class 3 or greater lasers (e.g. some confocal microscopes), specific safety controls will need to be implemented. I will seek advice from my Laser Safety Officer (LSO).	
49	Health Monitoring. I will be working with Radiation and/or Lasers and I have been referred to my local RSO / LSO for advice and assessment for radiation exposure monitoring.	
50	My local Radiation Safety Officer (RSO) and/or Laser Safety Officer (LSO) is/are: Contact:	

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Biological Hazards		√/na	
51	Before starting work on Biologicals or within an OGTR certified facility (PC1, PC2 or PC3), I understand that I must complete the UQ online Biosafety Training module, and agree to do so. I understand that refresher training is required every 2 years.		
52	Before starting work with imported Biosecurity (quarantine) material, I understand that I must complete specific training, including UQ online Biosecurity Safety and Compliance module, and agree to do so.		
Off-Campus and Field Workers		√/na	
53	I agree to complete the UQ online Fieldwork Safety Training module prior to commencing field work.		
54	I agree to review PPL 2.30.09 Work Off-Campus prior to participating in field work activities and will follow the safety advice provided.		
55	I am aware that I need to complete/review a risk assessment prior to engaging in field work activities, and that travel must be approved by my Supervisor via UQSafe-Field Trip online form.		
56	I am aware that I may be required to submit a Fieldwork & Work Off-Campus Plan for approval prior to undertaking field work at remote or isolated sites.		
Health and Health Surveillance		√/na	
57	I have discussed existing health conditions (e.g., allergies, chemical sensitivities) – relevant to my work – with my supervisor, so that my specific health and safety needs can be accommodated. I have been advised that the UQ Occupational Health Nurse Advisor (HSW Division) can be contacted for confidential advice.		
58	Pregnancy. I understand that I might be at higher risk from exposure to certain conditions, chemicals, cytotoxics, biologicals and/or radiation hazards if I am pregnant or trying to fall pregnant and that additional safety precautions may need to be followed. I understand that confidential advice in relation to this matter can be obtained from the UQ Occupational Health Nurse Advisor (HSW Division).		
59	Noise. My supervisor has advised that I may be exposed to noise sources at work which could affect my hearing. It has been explained to me that hearing tests are required for workers exposed to excessive noise in their work. I have been referred to my WHSC and/or the UQ Occupational Health Nurse Advisor (HSW Division) for advice and assessment.		
60	Vaccinations / Immunisation. It has been explained to me that vaccinations / immunisations may be required if I will be participating in certain activities (e.g. overseas travel; undertaking field work; working with animals; working in patient clinics/medical facilities; working with blood, body fluids or biological agents). I have been referred to my WHSC and/or the UQ Occupational Health Nurse Advisor (HSW Division) for advice.		
Signatures			
Worker Name and Signature:		Date:	
Supervisor Name & Signature:		Date:	

**** To be completed within 1 week of commencement ****
**** Please return completed checklist to your Induction Officer ****