


<b>HSE Induction Checklist – All New Staff</b>		
<b>Health Safety &amp; Environment INDUCTION CHECKLIST</b> (To be completed during four weeks of employment / transfer)		
<b>HSE – CHK-015a</b>		
<i>Note: This checklist supports the HSE –PRO-015 HSE Training and Competency Procedure</i>		

### Introductory Notes

This checklist should be used during induction of all workers. Topics 1, 2 & 3 should be addressed during the first 2 days at work. The other topics must be addressed prior to engagement in related work – this is expected to be within the first four weeks of work. Each check-box should be ticked and the induction signed by the worker and the supervisor when completed. A copy of the completed HSE induction checklist should be kept locally.

Personal Details		
Worker:	First Name:	Surname:
	JCU Number:	Commencement date:
	Position Title:	Location:
	Division:	
	Business Unit:	
Supervisor:	Name:	Position Title:

#### TOPIC 1 - Emergencies *(please tick)*


- Shown location of nearest fire exits
- Explain the location of the emergency assembly point
- Explain the emergency alarms system for the work area (alert, evaluation tones etc)
- Advise first aid kit location

#### TOPIC 2 - Safety Personnel details for the work area *(please tick)*

<input type="checkbox"/> Health and Safety Advisor – HSE Unit	JCU Staff – Health & Safety – Contacts
<input type="checkbox"/> Health and Safety Representative	JCU Staff – Health & Safety – Contacts – Health Safety Representatives
<input type="checkbox"/> Safety Support Officer – HSE Unit	JCU Staff – Health & Safety – Contacts
<input type="checkbox"/> First Aid Officer for building	
<input type="checkbox"/> Fire Warden for building	Online Fire & evacuation Program
<input type="checkbox"/> Security Services	


#### TOPIC 3 – WHS Mandatory Training *(as per the JCU Work Health and Safety Mandatory Training Requirements which can be found on the JCU Staff HSE Webpage)*

<input type="checkbox"/> JCU Health Safety and Environment Induction – online	<i>Within two days of commencement</i>
<input type="checkbox"/> JCU Fire & Evacuation Program – online	<i>Within two days of commencement</i>
<input type="checkbox"/> RiskWare System Use – Incident & Hazard reporting, recording Risk Assessments - practical work shop or online	<i>Within 3 months of commencement</i>
<input type="checkbox"/> Health Safety & Environment Risk Management Fundamentals Training – practical workshop or online	<i>Within 3 months of commencement</i>
<input type="checkbox"/> Work Health and Safety Officer Training (Required by University Council, Chancellor and Vice Chancellor, Provost, Chief of Staff, Pro Vice Chancellor and Deputy Vice Chancellors, Directors, Deans of College and Executive Officer only) – online	<i>Within 4 weeks of commencement</i>

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<b>TOPIC 4 - Health Safety and Environment Management</b> <i>(please tick)</i>	
<input type="checkbox"/> Show location of JCU HSE website <input type="checkbox"/> Location of JCU HSE Policy and Procedures <input type="checkbox"/> Explain HSE Policy and HSE Responsibilities Procedure <input type="checkbox"/> Explain WHS consultation, documents and processes <input type="checkbox"/> Explain the requirement and methods of reporting incident, injuries, illness and hazards using Riskware <input type="checkbox"/> Identify further training needs and risk related/job specific training – (see topic 8) <input type="checkbox"/> Explain relevant Standard Operating Procedures (where relevant) <input type="checkbox"/> Advise location of Safety Data Sheets (where relevant)	
<b>TOPIC 5 - Work Area Specific Procedures and Requirements</b> <i>(please tick. Add as required)</i>	
<input type="checkbox"/> Screen based equipment <input type="checkbox"/> Laboratories and workshops <input type="checkbox"/> Machinery and equipment <input type="checkbox"/> Use of vehicles <input type="checkbox"/> Waste disposal procedures or products <input type="checkbox"/> Provide and discuss proper use and care of PPE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>TOPIC 6 - Job Specific Hazards and Controls</b> <i>(please tick)</i>	
<input type="checkbox"/> Discuss the main Work Health & Safety risk associated with the job <input type="checkbox"/> Provide information about health and safety work procedures relevant to the job <input type="checkbox"/> Explain the hazards present in work area <input type="checkbox"/> Explain hazardous manual task <input type="checkbox"/> Repetitive work (including word processing and data entry) and break times <input type="checkbox"/>	
<b>TOPIC 7 - Teaching Staff</b> <i>(please tick)</i>	
<input type="checkbox"/> Outline the responsibilities of teaching staff in classrooms in emergency situations ie. ensure they are aware of emergency exits and assembly points in order to direct an evacuation of the room in response to an emergency situation or alarm	
<b>TOPIC 8 –JCU WHS Training Needs Analysis – all JCU staff checklist</b> <i>(Identify courses relevant to health and safety risk at induction; as part of staff performance management reviews; within position description or role)</i>	
<input type="checkbox"/> Conduct checklist questionnaire with staff member and book required training	
<input type="checkbox"/> Copy of this checklist provided to new staff	

*(A copy of the complete WHS induction checklist should be kept locally)*

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## Induction of new staff – Explanatory notes for Work Health & Safety Checklist

### WHS Induction Process

- The supervisor is responsible for induction of new worker and especially for ensuring that the new worker completes the WHS Induction Checklist.
- The supervisor and the new worker are responsible for completion of the training plan.
- Some Colleges / Divisions may have their own WHS Induction Checklists, which can be used to complement the WHS Checklist.

### Delegation of Induction Process

- Supervisors can delegate to other worker's responsibility for the aspects of the induction process: however, the supervisor remains responsible for ensuring that the worker completes the process.
- Worker's who have delegated authority to conduct the aspects of induction must have the relevant technical expertise where necessary.
- Where there are special hazards in the area, the person delegated as responsible for the induction must be familiar with those hazards.

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## JCU Health Safety and Environment Training Needs Analysis – All staff

The list below represents a selection of the health and safety training offered at James Cook University that may be required to carry out work safely and efficiently.

Additional qualifications and safety training may also be required as part of workers role requirements and workplace activities.

Task Specific Training related to particular jobs/tasks in defined areas of the University is to be coordinated & facilitated by local areas eg. Safe Operating Procedures, forklift training and records maintained locally.


Safety training required should be discussed regularly by the supervisor and will depend on worker’s experience, prior training, qualifications, and the nature of work activities.

This training need analysis must be completed by the supervisor with all workers at commencement and reviewed as part of performance management reviews or as work activities change at JCU.


Note: A worker may need training that is not available centrally. In this case the supervisor must identify and arrange suitable training in consultation with the HSE Training Communications Advisor. Some courses listed below will incur a cost (\$).

To register for Work Health & Safety training through My HR Online. Session overviews including dates, times and location of training can be found on the HSE Training and Induction Webpage. Contact the HSE Training and Communications Advisor if you have any questions. [hsetraining@jcu.edu.au](mailto:hsetraining@jcu.edu.au)

Safety Training	Training is required/ Recommend for	Required	Delivery Mode
JCU Health Safety and Environment Induction	All staff	Yes	Online
JCU Local Site Safety Induction (e.g. building, field station)	All New Staff	Yes	Face to face by Supervisor HSE Induction Checklist available
JCU Fire & Evacuation Program (FEP)	All Staff	Yes	Online
Health Safety & Environment Risk Management Fundamentals Training	All Staff	Yes	Practical Workshop Or Online
RiskWare System Use – Incident & Hazard reporting, recording Risk Assessments	All Staff	Yes	Practical Workshop Or Online
Work Health and Safety Officer Training	Required by University Council, Chancellor and Vice Chancellor, Provost, Chief of Staff Pro Vice Chancellor and Deputy Vice Chancellors, Directors, Deans of College and Executive Officer	Yes/No	Online

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<b>Safety Training</b>	<b>Training is required/ Recommend for</b>	<b>Required</b>	<b>Delivery Mode</b>
Managers and Supervisors WHS Essentials	Academic and Professional workers with responsibility for the management or supervision of workers, studies or facilities	Yes/No	Practical Workshop
RiskWare System Use – Managing reported hazards, risk and injuries	Academic and Professional workers with responsibility for the management or supervision of workers, studies or facilities	Yes/No	Practical Workshop
JCU Laboratory Safety Training	All JCU Laboratory Workers	Yes/No	Online
Local Laboratory Safety Induction	All JCU Laboratory Workers	Yes/No	Contact Laboratory Manager for the Lab
Biosafety Training	All workers working with Biologicals or in an OGTR certified facility (PC1, PC2, PC3) As per procedure	Yes/No	Online
Chemical Safety Training Hazardous Chemicals	All JCU workers working with chemicals	Yes/No	Online
Chemwatch GoldFFX (\$)	Any worker that are required to maintain Chemwatch manifests, such as Laboratory Supervisors, Technicians and Academics	Yes/No	External Provider Contact HSE Training and Communications Advisor
Radiation User Training (\$)	Before any persons begin work with radiation or radioactive substances, radioactive isotope/apparatus	Yes/No	External Provider Contact HSE Training and Communications Advisor
Radiation Safety Officer Training (\$)	Radiation Safety Officer	Yes/No	External Provider Contact HSE Training and Communications Advisor
Radiation Safety Officer Training – qualification (\$)	Possession Licensee- radiation	Yes/No	External Provider Contact HSE Training and Communications Advisor
Dangerous goods shipping and packing training, 2 full days (\$)	Persons transporting dangerous good e.g. maintenance, workshop, field and lab workers	Yes/No	External Provider Contact HSE Training and Communications Advisor
Hazardous Material Containment Training	Any workers that are required to clean up hazardous material spills, such as Laboratory Supervisors, Technicians and Academics	Yes/No	External Provider Contact HSE Training and Communications Advisor

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<b>Safety Training</b>	<b>Training is required/ Recommend for</b>	<b>Required</b>	<b>Delivery Mode</b>
Working with Quarantine Material	Person wishing to work with quarantine material must undergo the Quarantine Approved Arrangements for Accredited Persons (QAA-AP) training for the type of facility.	Yes/No	External Provider Contact HSE Training and Communications Advisor
Drugs and Poisons	Any worker using S4, S7, S8, S9 Eg; antibiotics, dangerous poisons)	Yes/No	Online
Health and Safety Representative (HSR)	Elected by the workgroup	Yes/No	External Provider Contact HSE Training and Communications Advisor
Emergency Control Organisations(ECO)	Wardens Chief Wardens Deputy Chief Wardens	Yes/No	Online
First Aid (\$)	First Aid Officers (lab, workshop & field workers may require)	Yes/No	External Provider Contact HSE Training and Communications Advisor
RiskWare Field Trip Module	All JCU Field Trip workers	Yes/No	Practical Workshop
Development of Safe Work Procedures (SWP) for the workplace	Workers developing Safe Work Procedures (SOP)	Yes/No	Practical Workshop
Computer Workstation Adjustments	Workers using computer and workstations needs	Yes/No	Online Training Module and needs assessment required
4WD Training (\$)	Workers driving a 4WD off road	Yes/No	External Provider Contact HSE Training and Communications Advisor
Boating and Diving Inductions and other required training	Workers Diving and/or using a JCU Boat	Yes/No	Contact JCU Boating and Diving Area