

# WHS Induction Checklist – All New Staff



Work Health and Safety INDUCTION CHECKLIST  
(To be completed during four weeks of employment / transfer)

WHS-PRO-CHK-004a

Note: This checklist supports the WHS-PRO-004 WHS Training and Competency Procedure

## Introductory Notes

This checklist must be used during induction of all new workers. Topics 1, 2 & 3 must 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 commencement. Each check-box should be ticked-off and the induction signed by the worker and the supervisor when completed. A copy of the completed WHS induction checklist should be kept locally by the supervisors

| 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)   |   |                    |
| <input type="checkbox"/> Shown location of nearest fire exits   |   |                    |
| <input type="checkbox"/> Explain the location of the emergency assembly point   |   |                    |
| <input type="checkbox"/> Explain the emergency alarms system for the work area (alert, evaluation tones etc)  |   |                    |
| <input type="checkbox"/> Advise first aid kit location  |   |                    |
| TOPIC 2 - Safety Personnel details for the work area (please tick)  |   |                    |
| <input type="checkbox"/> Work Health and Safety Advisor – WHS Unit  | JCU Staff – Work Health & Safety – Contacts                                 |                    |
| <input type="checkbox"/> Health and Safety Representative   | JCU Staff – Work Health & Safety – Contacts – Health Safety Representatives |                    |
| <input type="checkbox"/> Safety Support Officer – WHS Unit  | JCU Staff – Work 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 WHS web page)   |   |                    |
| <input type="checkbox"/> JCU Work Health & Safety 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 – practical work shop or online  | <i>Within 3 months of commencement</i>                                      |                    |
| <input type="checkbox"/> Work Health & Safety Risk Management Fundamentals Training – practical workshop or online  | <i>Within 3 months of commencement</i>                                      |                    |
| <input type="checkbox"/> Work Health and Safety Officer Training<br>(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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### TOPIC 4 – Work Health & Safety Management *(please tick)*

- Show location of JCU WHS website
- Location of JCU WHS Policy and Procedures
- Explain WHS Policy and WHS Responsibilities Procedure
- Explain WHS consultation, documents and processes
- Explain the requirement and methods of reporting incident, injuries, illness and hazards using Riskware
- Identify further training needs and risk related/job specific training – (see topic 8)
- Explain relevant Standard Operating Procedures (where relevant)
- Advise location of Safety Data Sheets (where relevant)

### TOPIC 5 - Work Area Specific Procedures and Requirements *(please tick. Add as required)*

- Screen based equipment
- Laboratories and workshops
- Machinery and equipment
- Use of vehicles
- Waste disposal procedures or products
- Provide and discuss proper use and care of PPE
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### TOPIC 6 - Job Specific Hazards and Controls *(please tick)*

- Discuss the main Work Health & Safety risk associated with the job
- Provide information about health and safety work procedures relevant to the job
- Explain the hazards present in work area
- Explain hazardous manual task
- Repetitive work (including word processing and data entry) and break times
- 

### TOPIC 7 - Teaching Staff *(please tick)*

- 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

### TOPIC 8 – JCU WHS Training Needs Analysis – all JCU staff checklist

(Identify courses relevant to health and safety risk at induction; as part of staff performance management reviews; within position description or role)

- Conduct checklist questionnaire with staff member and book required training
- 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 Work Health and Safety Training Needs Analysis – All staff

The list below represents a selection of the Work 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 WHS 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 WHS Training and Induction web page. Contact the WHS Training and Communications Advisor if you have any questions.

| Safety Training  | Training is required/<br>Recommend for   | Required | Delivery Mode   |
|--|--|----------|---|
| JCU Work Health and Safety Induction                           | All staff  | Yes      | Online  |
| JCU Local Site Safety Induction (e.g. building, field station) | All New Staff  | Yes      | Face to face by Supervisor<br>WHS Induction Checklist available |
| JCU Fire & Evacuation Program (FEP)                            | All Staff  | Yes      | Online  |
| Work Health and Safety Risk Management Fundamentals Training   | All Staff  | Yes      | Practical Workshop<br>Or<br>Online                              |
| RiskWare System Use  | All Staff  | Yes      | Practical Workshop<br>Or<br>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      | Online  |

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| Safety Training   | Training is required/<br>Recommend for   | Required | Delivery Mode   |
|---|--|----------|---|
| Managers and Supervisors<br>WHS Essentials                      | 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)<br>As per procedure  | Yes/No   | Online contact Supervisor   |
| 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 WHS 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 WHS Training and Communications Advisor |
| Radiation Safety Officer Training (\$)                          | Radiation Safety Officer   | Yes/No   | External Provider Contact WHS Training and Communications Advisor |
| Radiation Safety Officer Training – qualification (\$)          | Possession Licensee- radiation   | Yes/No   | External Provider Contact WHS 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 WHS 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 WHS Training and Communications Advisor |
| 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 WHS Training and Communications Advisor |

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| Safety Training   | Training is required/<br>Recommend for                              | Required | Delivery Mode   |
|---|---|----------|---|
| 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 WHS Training and Communications Advisor |
| Emergency Control Organisations(ECO)                        | Wardens<br>Chief Wardens<br>Deputy Chief Wardens                    | Yes/No   | Online  |
| First Aid (\$)  | First Aid Officers<br>(lab, workshop & field workers may require)   | Yes/No   | External Provider Contact WHS 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 (SWP)                       | 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 WHS 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                               |