

<b>C.4.2.14</b>	<b>WHS INDUCTION CHECKLIST</b>
-----------------	--------------------------------

<b>Applies to: All Staff</b>
<b>Specific responsibility: Management Committee, Centre Manager, Line Manager, Workers and Employees</b>

<b>Version: 1</b>
<b>Date approved: 23.9.14</b>
<b>Next review date: 23.4.14</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	<ul style="list-style-type: none"> <li>- Fire Protection Standard</li> <li>- How to manage work health and safety risks</li> <li>- Managing the risk of falls at workplaces</li> <li>- Managing the work environment and facilities</li> <li>- First aid in the workplace</li> <li>- Managing electrical risks at the workplace</li> <li>- Manual Handling in the Workplace</li> </ul>
Legislation or other requirements	<ul style="list-style-type: none"> <li>- Work Health and Safety Act 2011 (WHS Act)</li> <li>- Work Health and Safety Regulation 2011 (WHS Regulation).</li> <li>- Workplace Injury Management and Workers' Compensation Act 1998</li> <li>- Workplace Injury Management and Workers' Compensation Regulation 2002</li> </ul>
Contractual obligations	<p>Funding Agreements are generally issued by funding bodies such as Government Departments.</p> <p>These Agreements are legally binding documents between the funding body and the organisation.</p> <p>Agreements generally outline the amount of funds to be provided and the conditions for the basis for the issuing of such funds. Such documents also outline the nature, purpose, proposed activities, performance criteria and accountability requirements which must be complied with regardless of whether funding is provided as a one-off grant or on an on-going basis.</p>

**Directions for Completing this Form:**

Topics 1 and 2 should be addressed during the first day of engagement. The other topics must be addressed prior to engagement in related work or services– this is expected to be within the first week of engagement. Each check-box should be ticked-off and the induction signed by the new starter and the supervisor when completed. A copy of the completed WHS induction check list should be kept with the manager.

**What is this form used for?**

This checklist should be used during induction of all new staff, volunteers, clients, students, contractors and affiliates.

**Who should complete this form?**

In order to reduce the incidence of workplace accidents a detailed orientation must be completed for all new staff, volunteers, clients, students, contractors and affiliates.

This form is to be completed by the staff member supervising the induction and orientation of new engagements.

**How to complete the form:**

**Step 1: Complete the first three sections of this form**

1. Complete Sections 1, 2 and 3 of this form on the FIRST DAY of engagement.

**Step 2: Complete all other sections of this form**

1. Complete all other sections within ONE WEEK of engagement

**Step 3: Action Required**

1. Submit INDUCTION CHECKLIST to the supervisor or Manager. This form is to be placed in the workers personnel file.

**Local WHS Induction Topics**

**PART 1 - Emergencies**

<b>Matter for Attention</b>	<b>Completed</b>
Show the new staff member the locations of nearest fire exits	
Show the new staff member location and use of fire extinguishers	
Use and location of First Aid Kits	
Explain the location of the emergency assembly point	
Explain the emergency alarm system for the building (alert, evacuation tones)	

[Mount Druitt Ethnic Communities Agency: WHS Induction Checklist]

Provide contact details for Nominated First Aid Officers in the building.	
Provide contact details for Manager when reporting emergencies and security threats	
Explain the requirement and method for reporting incidents, injuries, illness and hazards using <u>INCIDENT REPORT AND INVESTIGATION FORM</u>	

**PART 2 – General**

Matter for Attention	Completed
Explain general WHS responsibilities as outlined in the <u>WHS POLICY</u> and the <u>FIRE AND EMERGENCY POLICIES AND PROCEDURES</u>	
Explain WHS consultation, referring to <u>WHS POLICY</u>	
Provide contact details for local safety personnel where appointed e.g. Nominated First Aid Officer, Emergency Warden etc.	

**PART 3 – Security (Where necessary)**

Matter for Attention	Completed
Outline procedures for locking and unlocking premises (inc. alarms)	
Outline procedures for use of keys	
Issue Key:	Key Number:
Issue Alarm Code:	Alarm Code Number:

**PART 4 - Job Specific Hazards**

Matter for Attention	Completed
Discuss the main WHS risks associated with the job (refer to job description)	
Provide information about healthy and safe work procedures relevant to the job, e.g. PPE	
Explain the requirement to comply with local WHS rules and procedures.	
Give direction to MECA's WHS resources	

Identify WHS initial training needs of new starters (See PART 6)	
Check if there are any special needs or existing health conditions to be accommodated.	

**PART 5 – Manual Handling**

Matter for Attention	Completed
Inform the new starter is aware of correct manual handling procedures	
Provide information on how to access the Manual Handling Risk Guide	
Ensure new starter is aware of manual handling risks involved in the position	
Ensure new starter is aware of how to eliminate or control manual handling risks	

**PART 6 – Task specific training required/ requested**

List other WHS training relevant to this position:	
<input type="checkbox"/> Working outdoors	<input type="checkbox"/> WHS for Supervisors and Managers
<input type="checkbox"/> Client contact	<input type="checkbox"/> Other _____
<input type="checkbox"/> Manual Handling	<input type="checkbox"/> Other _____

I \_\_\_\_\_ understand that, under the Work Health and Safety Act (2011), that I must:

- take reasonable care for your own health and safety while at work and ensure your acts or omissions do not adversely affect the health and safety of other workers in your workplace;
- exercise duty of care in relation to what is reasonably expected, taking into account the degree of control you have over work activities and work environment;
- comply with any reasonable instruction that is given by the organisation to allow the person to comply with the WHS Act;
- to be proactive and become actively involved in activities and programs designed to improve health and safety;
- cease or refuse to carry out work if there is a reasonable concern that the task would expose you to a serious risk to health or safety;
- comply with any policies or procedures that have been put in place for your health and safety;

*[Mount Druitt Ethnic Communities Agency: WHS Induction Checklist]*

- notify your manager, WHS representative and the Manager immediately of any injuries or illness that occur at your workplace; and
- be proactive in recognising and reporting potential hazards in the workplace.

MECA Staff Member Signature\_\_\_\_\_

Student/ Volunteer Signature\_\_\_\_\_ Date\_\_\_\_\_

**DOCUMENTATION**

<b>Documents related to this policy</b>	
Related policies	Induction Policy, Recruitment Selection and Induction Policy, Complaints and Compliments Policy
Forms, record keeping or other organisational documents	Incident report, WHS Hazard Report, WHS risk assessment, Risk Control Plan, WHS Incident Investigation Form, WHS Hazard Identification Checklist, Personal Protective Equipment in the Workplace, Emergency Evacuation Exercise Observers Checklist, Emergency Evacuation Floor Plan and Assembly Point, Risk Assessment and Control Plan.

<b>Reviewing and approving this policy</b>		
<b>Frequency</b>	<b>Person responsible</b>	<b>Approval</b>
Every 3 years	Policy Officer, Coordinator or Manager	Management Committee

<b>Policy review and version tracking</b>			
<b>Review</b>	<b>Date Approved</b>	<b>Signed</b>	<b>Next Review Due</b>
1	23.9.14	Amie Hope	23.9.17
2			
3			

**INDEXING**

<b>Search topic/s:</b>	<b>WHS, Safety, Checklist, Inductions, Emergency, OHS</b>
<b>Function/s:</b>	<b>To assist management in the induction of new employees and volunteers.</b>