

Introductory Notes

This check list should be used during induction of all new SustainHealth contractors and affiliates. **Please complete all topics during first week at work and return a copy of this via email to info@sustainhr.com.au.**

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 also be kept locally.

Local WHS Induction Topics

1. Emergencies

- Show the new staff member the locations of nearest fire exits.
- Explain the location of the emergency assembly point.
- Explain the emergency alarm system for the building (alert, evacuation tones, etc).
- Provide contact details for Nominated First Aid Officers in the building.
- Provide contact details for Security Services for reporting emergencies and security threats
- Explain the requirement and method for reporting incidents, injuries, illness and hazards

2. General

- Explain general WHS responsibilities as outlined by the hospital / health service or clinic
- Provide contact details for local safety personnel where appointed eg. Departmental Safety Officer, Nominated First Aid Officer, Emergency Warden etc.
- Provide contact details for reporting maintenance issues relating to buildings and grounds

3. Job Specific Hazards

- Discuss the main WHS risks associated with the job
- Provide information about healthy and safe work procedures relevant to the job- including any medication or drug processes, policy's or hazards
- Explain the requirement to comply with local WHS rules and procedures
- Give direction to WHS resources provided by the host employer on site, including SustainHealth incident reporting form that can be found on our website **www.sustainhr.com.au**

- Require completion of the check list for setting up your workstation as per host employers site service policy
- Explain local procedures for minimizing manual handling risks
- Check if there are any special needs or existing health conditions to be accommodated.
- Explain and arrange any baseline health monitoring/testing required in the job, eg eye testing
for laser work, audiometry for noisy work.

4. Chemicals and dangerous goods

- Inform the staff member of the health service Guidelines for Working with Chemicals
- Show how to access chemical safety information, including material safety data sheets
- Explain how to do a risk assessment before working with a chemical.
- Show safe work procedures for the substances/processes the staff member will be working with.
- Arrange for any relevant personal protective clothing or equipment to be obtained.
- Explain local dangerous goods storage procedures and show the location of stores.
- Outline local procedures for hazardous waste disposal in accordance with the health service Guidelines for Hazardous Waste Disposal

5. Biological agents and animals

- Explain the main hazards associated with the biological agents the new starter will be working with, eg micro-organism and risk group, modes and symptoms of infection etc.
- Explain the physical containment and safe work procedures used to control the risks associated with the micro-organisms
- Explain how to do a risk assessment before working with a biological agent.
- Explain the correct use or handling of equipment, eg biological safety cabinet, autoclave, sharps etc
- Explain precautions for safe handling of human and/or animal fluids and/or tissues, including relevant vaccinations, universal precautions
- Arrange for any relevant personal protective clothing or equipment to be obtained.
- Explain local decontamination and waste disposal procedures, including location of clinical waste bins, in accordance with the health service Guidelines for Hazardous Waste Disposal.

6. Radiation

- Explain the type(s) of radiation to be used and the protection methods to be adopted.
- Explain how to do a risk assessment before working with radiation.

- Outline methods for detection, measurement and decontamination when working with ionizing radiation.
- Show safe work procedures for the sealed sources/unsealed sources/irradiating equipment being used.
- Arrange for any relevant personal protective clothing or equipment to be obtained.
- Explain local storage and waste disposal arrangements in accordance with the health service Guidelines for Hazardous Waste Disposal
- Explain any requirements and arrangements for baseline testing eg. eye tests for laser use, or ongoing monitoring eg. film badges.

7. Machinery

- Inform the new starter of the main hazards associated with machinery they will be operating.
- Explain how to do a risk assessment before working with machinery.
- Explain and demonstrate the safe work methods to be followed when operating the machinery, including location and operation of emergency stop buttons, positioning and use of guards etc.
- Show the staff member where to access instruction manuals for the machinery being used.
- Arrange for any relevant personal protective clothing or equipment to be obtained.

8. Teaching roles

- 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.

9. Pandemic Response Procedures and Policy

- Explain and give access to the most current Pandemic Response Policy and Procedure onsite

10. Personal Protective Equipment

- Explain the location of Personal Protective Equipment (PPE) onsite
- Ensure PPE policy and procedures are explained and are being followed at all times onsite

11. Safe Shift Working and Rest Breaks

- Discussed the wellbeing of the worker when working shifts and how you ensure staff are rested and well for work
- Discussed the breaks required between ending one shift and beginning another shift as per the fair work award (8-10 hours minimum)
- Discussed taking regular breaks at work, as per the fair work award

- Discussed required mealtime (or other breaks) breaks and meal allowances as per the fair work award
- Advised the Worker that being well rested is important before joining any shift and to let you know if they feel fatigued or unwell at any point
- Discussed support and safety guidelines required for workers regarding working after hours or late in the evening/early morning, eg will transport be provided to them etc

12. Indemnity Insurances

- You have reviewed the worker's indemnity insurances and recommended that they have a policy in place as per AHPRA and union guidelines
- You have informed the workers about the host employer indemnity insurance policy with the worker as required

13. Subject specific WHS training

List other WHS training relevant to this position:	
<input type="checkbox"/> Working with Chemicals	<input type="checkbox"/> WHS for Supervisors and Managers
<input type="checkbox"/> Biosafety	<input type="checkbox"/> Medication / Drug Management / Patient Safety
<input type="checkbox"/> Radiation Safety	<input type="checkbox"/> Please note additional training here

14. Confirmation of completion of Local WHS Induction

	Name	Signature	Date
New Starter			
Supervisor			
Location / Health Service			

A copy of the completed WHS induction check list should be kept locally and emailed to info@sustainhr.com.au within one week of the candidate's start date without fail.