

WHS and Site Induction Form

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 contractcare@sustainhr.com.au.

Each checkbox 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 e.g. 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, policies or hazards.
- ☐ Explain the requirement to comply with local WHS rules and procedures.
- ☐ Give direction to WHS resources provided by the hospital, 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 health 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 (e.g. 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

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Explain the main hazards associated with the biological agents the new starter will be working with, (e.g. micro-organism and risk group, modes and symptoms of infection etc.).
<input type="checkbox"/>	<input type="checkbox"/>	Explain the physical containment and safe work procedures used to control the risks associated with the micro-organisms.
<input type="checkbox"/>	<input type="checkbox"/>	Explain how to do a risk assessment before working with a biological agent.
<input type="checkbox"/>	<input type="checkbox"/>	Explain the correct use or handling of equipment, (e.g. biological safety cabinet, autoclave, sharps etc.).
<input type="checkbox"/>	<input type="checkbox"/>	Explain precautions for safe handling of human and/or animal fluids and/or tissues, including relevant vaccinations, universal precautions.
<input type="checkbox"/>	<input type="checkbox"/>	Arrange for any relevant personal protective clothing or equipment to be obtained.
<input type="checkbox"/>	<input type="checkbox"/>	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

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Explain the type(s) of radiation to be used and the protection methods to be adopted.
<input type="checkbox"/>	<input type="checkbox"/>	Explain how to do a risk assessment before working with radiation.
<input type="checkbox"/>	<input type="checkbox"/>	Outline methods for detection, measurement and decontamination when working with ionizing radiation.
<input type="checkbox"/>	<input type="checkbox"/>	Show safe work procedures for the sealed sources/unsealed sources/irradiating equipment being used.
<input type="checkbox"/>	<input type="checkbox"/>	Arrange for any relevant personal protective clothing or equipment to be obtained.
<input type="checkbox"/>	<input type="checkbox"/>	Explain local storage and waste disposal arrangements in accordance with the health service Guidelines for Hazardous Waste Disposal.
<input type="checkbox"/>	<input type="checkbox"/>	Explain any requirements and arrangements for baseline testing e.g. eye tests for laser use, or ongoing monitoring e.g. film badges.

7. Machinery

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Inform the new starter of the main hazards associated with machinery they will be operating.
<input type="checkbox"/>	<input type="checkbox"/>	Explain how to do a risk assessment before working with machinery.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Show the staff member where to access instruction manuals for the machinery being used.
<input type="checkbox"/>	<input type="checkbox"/>	Arrange for any relevant personal protective clothing or equipment to be obtained.

8. Teaching roles

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Outline the responsibilities of teaching staff in classrooms in emergency situations i.e. 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. Subject specific WHS training

Please List Any 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 below

12. Accommodation

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Are you currently living in accommodation provided by Client?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you been shown your assigned space of living?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are you comfortable that the accommodation available to you is safe and secure?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of how the building receives power? (e.g. Meter or constant supply) If not, you must clarify with you manager immediately.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there anything that you would like to bring attention to regarding the accommodation?

13. 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 contractcare@sustainhr.com.au within one week of the candidate's start date