



**GENERAL EMPLOYEE OHSE INDUCTION CHECKLIST**

Name of Employee: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

This form is to be issued to the new employee, by the Resources Manager/Executive Officer or designated representative. It should be taken to the appropriate staff member holding an OHS role within the department and to the new employees' supervisor for signoff. Once completed it should be returned to the Resources Manager and kept on file as a record of the new employees' induction

**Resources Manager/Executive Officer/Designated Representative**

**Initials:** \_\_\_\_\_

- Discuss after hours security and access to the department Yes  N/A
- Offer a workstation assessment with the OHSE Consultant Yes

**Safety Officer –**

**Initials:** \_\_\_\_\_

- Advise the employee as to function of the OHSE branch, Safety Officer, and OHS zone committee Yes
- Ensure the employee has completed the online safety induction ([http://www.adm.monash.edu.au/ohse/needs\\_authcate\\_account](http://www.adm.monash.edu.au/ohse/needs_authcate_account)) Yes
- Highlight employee responsibilities under the Monash University OHS policy and direct staff to where to access all OHS policies and procedures. (<http://www.adm.monash.edu.au/ohse/documents/#policies>) Yes
- Advise of the location of fire extinguishers, emergency procedures and assembly areas? Yes
- Explain the process and importance of incident and hazard reporting within 24 hours. Yes
- Inform employee of Employee Assistance Program (<http://www.adm.monash.edu.au/sss/eap/>) Yes
- Inform employee on OHS immediate hazard and non immediate hazard issue resolution procedures Yes
- Assess employees OHS training needs, appropriate to their work
  - Manual Handling and Back Care Yes  N/A
  - Ergonomics Yes  N/A
  - Other Please specify..... Yes  N/A
  - Instruct Staff how to register for training Yes  N/A

**First Aid Coordinator –**

**Initials:** \_\_\_\_\_

- Direct employee to location of first aid kits Yes
- Instruct employee in finding/contacting a first aider Yes
- Highlight the importance of incident reporting within 24 hours. Yes
- Direct staff to location of Campus Centre Medical Clinic Yes

**Health and Safety Rep –**

**Initials:** \_\_\_\_\_

- Explain the role and powers of the Health and Safety Rep Yes
- Outline the procedures for consultation Yes
- Discuss issue resolution for immediate and non immediate OHS hazards Yes

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_