Induction

|  |  |
| --- | --- |
| Welcome |  |
| Introduce new staff member to Institute/School/ Directorate/Centre staff and relevant others  Tour of your Institute/School/Directorate/Centre | [Campus maps](https://federation.edu.au/about-us/our-campuses)  **Campus tours** (ask your line manager to arrange for someone to show you around your campus.) |
| Role and location specifics | |
| Discussion of duties and expectations  (based on position description)  Probation – process, timeframes,  objectives to be achieved  Structure and reporting relationships  Attendance: starting and finishing times e.g. hours of work, lunch, etc  Illness – reporting in sick  Meetings to be attended  Obtain Staff Card  Operating procedures/quality procedures  Local systems: SharePoint, shared e-mail inboxes, etc  Academic regulations, ESOS and quality training (where applicable)  Procedures to obtain teaching materials  (where applicable) | Kitchen and bathroom facilities  Internal and external mail procedures  Telephone operation/contacts  Local sustainability processes (recycling, etc.)  Printing/photocopying, stationery and stores  Procedures for copyright compliance  FedNews (i.e. local process)  [Workday](https://wd3.myworkday.com/federation/d/home.htmld) (e.g. pay slips, applying for leave)  Travel to other campuses / [access to University vehicles](https://federation.edu.au/staff/working-at-feduni/property-and-infrastructure/university-pool-vehicles/feduni-pool-vehicles)  [Keys and security](https://federation.edu.au/staff/working-at-feduni/property-and-infrastructure/university-pool-vehicles/feduni-pool-vehicles)  [Parking](https://federation.edu.au/__data/assets/pdf_file/0009/543645/Parking-Application-Form.pdf) |
| Other sources of important information | |
| **Policies and procedures**  All University policies and procedures can be found within the online policy resource [Policy Central](http://federation.edu.au/staff/policy-central)  **Key websites to be familiar with**  [People and Culture](https://federation.edu.au/staff/working-at-feduni/people-and-culture)  [Health, Safety and Wellbeing](https://federation.edu.au/staff/working-at-feduni/health-safety-and-wellbeing)  [Diversity and inclusion](https://federation.edu.au/staff/working-at-feduni/people-and-culture/diversity-and-inclusion) | **Training**  New starters will be automatically enrolled and required to complete a number of mandatory online compliance training modules within the first month of starting  Topics include: Our Living Values, Corporate Induction, Preventing discrimination and harassment and Child Safe Standards, among others. |

Occupational Health and Safety

|  |  |
| --- | --- |
| Office equipment | |
| New employee has the necessary equipment and features, and set up ergonomically according to the [Ergonomic Self-Assessment Checklist](https://federation.edu.au/__data/assets/pdf_file/0010/485848/Ergonomic-Self-Assessment-Checklist.pdf#485848) | Pre-existing health condition accommodations are active |

|  |  |
| --- | --- |
| Health and safety representation | |
| Explain the role of the [Health and Safety Representative (HSR)](https://federation.edu.au/__data/assets/pdf_file/0008/81827/Health_Safety_Representatives_Designated_Work_Groups_Record.pdf) and [Health and Safety Teams](https://policy.federation.edu.au/corporate_governance/risk_health_and_safety/health_safety/ch01.php#Ch1720Se218201)  Outline current Health and Safety Implementation Team(s) operating within Institute/School/Directorate/ Centre | Explain process for [resolving safety issues](https://policy.federation.edu.au/forms/Issue_Resolution_Flowchart.pdf?_ga=2.169437985.1445017151.1620687664-992694614.1445467432) and [reporting workplace hazards](https://policy.federation.edu.au/forms/Hazard_Near_Miss_Report.pdf?_ga=2.202507409.1445017151.1620687664-992694614.1445467432)  Introduce to the local Health and Safety Representative |

|  |  |
| --- | --- |
| Prevention |  |
| Outline any hazards present in the workplace and relevant risk control measures  If this role requires hearing protection [organise a baseline audiometric test](https://federation.edu.au/staff/working-at-feduni/health-safety-and-wellbeing/our-services) within three months of commencement  Location and correct operation of safety devices have been explained (e.g. emergency stops, fire extinguishers, first aid kits, eye wash and emergency showers, break-glass alarms, etc.) | Outline (demonstrate, if necessary), the health and safety requirements of the role:  [hazard identification, risk assessment and control (HIRAC)](https://federation.edu.au/__data/assets/pdf_file/0004/155461/HIRAC_Guideline.pdf)  personal protective equipment  safeguards for the introduction of new plant and chemicals  training documents such as safe work practices |

|  |  |
| --- | --- |
| Incidents | |
| All incidents are to be reported to supervisor/manager  If role involves supervising other staff or students, explain expectations regarding incident management (e.g. [campus emergency phone number](https://federation.edu.au/current-students/essential-info/administration/emergency-and-security)) | All injuries should be attended to by a First Aid Officer (where available), and reported via Workday’s ‘Safety > Report Incident’ function.  Introduce employee to the area [First-Aider(s](https://federation.edu.au/__data/assets/pdf_file/0003/53598/University_First_Aiders.pdf)) |

|  |  |
| --- | --- |
| Emergencies and evacuations | |
| Explain different evacuation alarm tones (if applicable). These can be heard in the ‘Building Evacuation’ tab of the online [Emergency Guides for each campus](https://federation.edu.au/staff/working-at-feduni/health-safety-and-wellbeing/emergency-and-security)  Outline the floor/building Emergency Floor Plan (if provided) and Local Emergency Instructions | Show evacuation routes and assembly point  Introduce new employee to [Area Warden and Deputy](https://federation.edu.au/__data/assets/pdf_file/0009/81828/Wardens_and_Designated_Assembly_Points.pdf) and in an emergency directions of wardens must be followed |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Participant** acknowledgement | | | | | |  | | | | | |  |  |  |  |  | |  | *Signature* |  | *Name* |  | |  | Enter date |  |  |  | |  | *Date* |  | *Title* |  | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Manager / on-campus delegate** acknowledgement | | | | | |  | | | | | |  |  |  |  |  | |  | *Signature* |  | *Name* |  | |  | Enter date |  |  |  | |  | *Date* |  | *Title* |  | |