

*For new employees to the University or employees
who have moved to a new work area or taken on a new role.*

1. General

- Ensure new employee's workstation has the necessary equipment and features for their health and safety, and is set up ergonomically according to the [Ergonomic Self-Assessment Checklist](#)
- Ensure accommodations required for pre-existing health conditions have been implemented
- Ensure new employee is aware of the provisions of the [Smoke Free Environment Policy](#)
- Ensure new employee is aware of obligations under the [Child Safe Policy](#) and [Procedure](#)
- Refer new employee to the [Risk, Health and Safety website](#)

2. Health and Safety Representation

- Introduce new employee to the local [Health and Safety Representative](#) (HSR)
- Explain roles of HSR, and [Health and Safety Teams](#) (i.e. University H&S Policy Committee, Portfolio H&S Coordinating Team, School/Centre H&S Implementation Teams)
- Outline current Health and Safety Implementation Team(s) operating within School/Centre
- Explain process for [reporting workplace hazards](#) and [resolving safety issues](#)

3. Prevention

- Outline, and demonstrate if necessary, the health and safety requirements of employee's role:
 - personal protective equipment;
 - [hazard identification, risk assessment and control](#);
 - consultation;
 - safeguards for the introduction of new plant and chemicals;
 - safe manual handling methods, etc.
- Ensure new employee is in possession of appropriate personal protective equipment
- If employee is assigned to a job requiring hearing protection, organise a [baseline audiometric test](#) within three months of the commencement of their employment
- Show employee the location and correct operation of safety devices (e.g. emergency stops, fire extinguishers, first aid kits, eye wash and emergency showers, break-glass alarms, etc.)
- Outline hazards present in employee's workplace and relevant risk control measures

4. Incidents

- Instruct employee to report all incidents to Supervisor/Manager
- Inform employee that all injuries should be attended to by a First-Aider (where available)
- Advise employee that any injury should be documented on an [Injury Report](#)
- Introduce employee to the area [First-Aider/s](#)
- If employee supervises other staff or students, explain expectations regarding incident management (e.g. [campus emergency phone number](#))

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5. Emergencies and Evacuations

- Take new employee to floor/building Emergency Floor Plan (if provided) and outline Local Emergency Instructions
- Show evacuation routes and assembly point
- Introduce new employee to [Area Warden and Deputy](#) and explain that directions of wardens must be followed in an emergency
- Explain different evacuation alarm tones (if applicable). These can be heard in the 'Building Evacuation' tab of the online [Emergency Guides](#) for each campus.

Employee

Name: _____ Signature: _____

Supervisor / Manager

Name: _____ Signature: _____

Date: _____

When completed, this form is to be:

- retained by the School / Centre (for casual or sessional employees)
- forwarded to Human Resources for inclusion in the Personnel file (for continuing or fixed term employees)

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