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
   - 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, Faculty/Directorate H&S Implementation Teams)
   - Outline current Health and Safety Implementation Team(s) operating within Faculty/Directorate
   - 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 one month 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)
   - 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)
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)

Employee

Name: ________________________________  Signature: __________________________

Supervisor/Manager

Name: ________________________________  Signature: __________________________

Date: ________________________________

When completed, this form is to be:
- retained by the Faculty/Directorate (for casual or sessional employees)
- forwarded to Human Resources for inclusion in the Personnel file (for continuing or fixed term employees)