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