**Health, Safety and Environment Induction Report**

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| Name of employee: | |
| Employee No: | Date employment commenced: |
| Department (or other unit): | |
| Name of manager or supervisor: | |
| Name of departmental safety officer: | |

To be completed for all new employees (or those moving to new jobs within the university).

It is the **employees’** responsibility to ensure completion of both Parts 1 & 2 (in conjunction with your manager and departmental safety officer) and return to your Departmental Administrator as follows:

* Full-time staff: within two weeks of commencing work
* Short-term / Casual Staff: within two days of commencing work.

For staff working at locations other than AU the induction can take place via telephone and e-mail. The items marked with an asterisk \* should be for the workplace/s concerned. The member of staff should contact the relevant person to complete these sections (eg the school secretary if working in a school.)

This form is to be held as part of the employees personal record within the department for the duration of their employment, following which it should be archived for three years.

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| **PART 1. General Information** | | Date when completed |
| \*Location of nearest fire alarm call point (break glass) to work area.  \*When and how to activate the call point.  \*What to do if you hear the fire alarm. | |  |
| \*First aid *(and how it is organised in the department)* | |  |
| Reporting accidents / incidents / near misses  *(incident report forms and how they are to be completed)* | |  |
| \*Who to report problems to  *(re. equipment, facilities etc)* | |  |
| University Health, Safety & Environmental policies  *(website, including Sustainability Webpages and H&S FAQs)* | |  |
| AU HS&E Management - Structure and Responsibilities & HSE Law leaflet  *(hard copies to be requested from AU HS&E Office)* | |  |
| Departmental safety rules and procedures  *(handbook received, or noticeboard indicated)* | |  |
| Relevant sections of Health and Safety Essentials e-learning course  *(registering your AU e-mail address with the HS&E office is required)* | |  |
| Signature of employee  Date: | Signature of manager/supervisor *or* departmental safety officer  Date: | |

***Part 2 Overleaf:***

**PART 2. HS&E Training Needs Assessment** (for completion by Manager or Supervisor)

It is the responsibility of the manager or supervisor to identify the training needs of an employee and to arrange for training to be undertaken (either by specific on-the-job sessions, or attendance at University or external courses).

No employee should undertake an activity which includes elements of risk unless training has been received.

Examples of areas for consideration include:

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| * Manual handling | * Display screen equipment | * Fire fighting equipment |
| * Power tools and other hazardous equipment | * Personal protective equipment | * Heat and cold |
| * Hazardous materials | * Pressure systems | * Food health regulations |
| * Working in enclosed spaces | * Working at height | * Waste storage and disposal |

*This list is not exhaustive, all elements of a job need to be evaluated for risk*

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| **Activity / Area for Training** | **Training already received**  *(give date and attach details)* | | **Training to be arranged**  *(state who is responsible and deadline for completion)* |
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| Signature of employee  Date: | | Signature of manager/supervisor  Date: | |

*Continue on further sheets as necessary*