LOCAL AREA OHS INDUCTION

STAFF, HONOURS OR POST-GRADUATE INDUCTION CHECKLIST

<table>
<thead>
<tr>
<th>Staff, Honours or Post-graduate Inductee details</th>
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<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Staff/Student ID Number:</td>
</tr>
<tr>
<td>Supervisor:</td>
</tr>
<tr>
<td>Faculty:</td>
</tr>
<tr>
<td>School:</td>
</tr>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Local area start date:</td>
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</table>

- This induction checklist is to be completed by all Monash staff or Honours and Postgraduate students upon entering a local area to undertake work. Local area induction must be contextualised to suit the work area and must be delivered by a supervisor or appropriate delegate, who has been briefed on the process.
- This document does not need to be completed by persons who are in the work area only for the purposes of meetings, seminars or non-laboratory related work, but they must be accompanied by a Monash staff member at all times.

A. Online OHS induction

Ensure that the inductee has completed the Online OHS Induction. (http://www.monash.edu.au/ohs/ohs-training-and-induction/ohs-induction/ohs-induction-programs)  

Yes ☐

B. Roles and Responsibilities at Monash University

Has the inductee been made aware of:

The issue resolution procedure for immediate and non-immediate OHS hazards  

Yes ☐

Their own and their supervisor’s responsibilities under the Monash University OHS policy  

Yes ☐

How to access all Monash University OHS policies and procedures (http://www.monash.edu/ohs/info-docs)  

Yes ☐

The function of OHS at Monash as per OHS roles and responsibilities at Monash  

But specifically:

- 7.2: Local OHS committees  
  
  Yes ☐

- 6.5: Safety Officers and their duties  
  
  Yes ☐

- 6.7: Health and Safety Representatives  
  
  Yes ☐ N/A ☐

Who the relevant local safety contacts are (safety officers etc.)  

Yes ☐

C. Access Requirements

Does the inductee require access to the work area:

Only under supervision  

Yes ☐ No ☐

Only during business hours  

Yes ☐ No ☐
After-hours, during weekends or on public holidays:
- If yes, highlight additional responsibilities while conducting work after-hours or when emergency response is limited
- (After Hours Procedure), particularly section 8 - Risk Management for after-hours work and study

<table>
<thead>
<tr>
<th>Identify restricted access areas (e.g. laboratories, workshops, etc.):</th>
<th>Yes □ N/A □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inductee has been informed not to enter restricted access areas unless authorised.</td>
<td>Yes □ N/A □</td>
</tr>
</tbody>
</table>

**Is access to restricted areas required**
- ensure corresponding local area induction checklists are completed as identified in section G of this checklist

### D. Emergency Preparedness

Has the local emergency procedure been covered (e.g. ‘333’ emergency procedure booklet) including calling for emergency services

<table>
<thead>
<tr>
<th>Has the inductee been made aware of the locations and use of the following</th>
<th>Yes □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency evacuation map (e.g. locate nearest map)</td>
<td>Yes □</td>
</tr>
<tr>
<td>Assembly point (e.g. demonstrate evacuation route)</td>
<td>Yes □</td>
</tr>
<tr>
<td>Fire extinguisher, fire blankets, etc.</td>
<td>Yes □</td>
</tr>
<tr>
<td>Break glass alarms</td>
<td>Yes □ N/A □</td>
</tr>
<tr>
<td>Emergency phones (WIP phones)</td>
<td>Yes □ N/A □</td>
</tr>
</tbody>
</table>

Have you instructed the inductee on how to receive First Aid from a trained First Aider (e.g. names displayed on first aid kit)

Have you advised the inductee of location of nearest Medical Health Service

### E. Risk Management

Has the inductee been:

<table>
<thead>
<tr>
<th>Made aware that risk management must be completed prior to hazardous work (task, activity, process) being undertaken</th>
<th>Yes □</th>
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<tbody>
<tr>
<td>Made aware that risk management must be updated prior to any change to all hazardous work (task, activity, process)</td>
<td>Yes □</td>
</tr>
<tr>
<td>Given access to any relevant risk management documentation including Risk Assessments and Safe Work Instructions</td>
<td>Yes □</td>
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Made aware of training requirements (see link) as identified by risk management and the Monash University training matrix

Made aware that off-campus activities (e.g. international, urban, rural and remote) must be risk managed (http://www.monash.edu/ohs/info-docs/safety-topics/off-campus-activities-and-travel)

Made aware of the tools available to assist in the management of manual handling hazards at Monash University (http://www.monash.edu/ohs/info-docs/safety-topics/ergonomics-and-manual-handling/manual-handling)
- How to adjust their chair: Yes □
- Workstation set-up checklist available: Yes □
- Office Ergonomics guidelines available: Yes □

Made aware of additional risk factors associated with pregnancy (http://www.monash.edu/ohs/info-docs/safety-topics/events-and-people/pregnancy-and-work) Yes □ N/A □

F. Hazard and Incident Reporting
Has the inductee been made aware:
- That all hazards and incidents, including injuries and near misses, must be reported in the Online Hazard and Incident report system. Yes □
- That all hazards and incidents must be reported within 24 hours of being identified Yes □
- Of how to access the Online Hazard and Incident report
  or through the my.monash portal under Online systems menu Yes □

G. Work in higher risk areas
Is the inductee required to access a work area that has additional safety induction requirements Yes □ No □

Please specify which additional local area induction modules are required
Required: ____________
Completion Date ____________

Laboratory, Studio, Workshops Local Area Induction Yes □ N/A □


H. Sign Off
I understand that by checking this box, I agree to observe all Monash University OHS requirements Yes □

Signature of Inductee: ____________ Date: ____________

Signature of Supervisor: ____________ Date: ____________

This form must be kept as a local record that the above has been inducted.