

## CASUAL STAFF OHS INDUCTION CHECKLIST

Name of Employee: \_\_\_\_\_

Name of Supervisor/Coordinator: \_\_\_\_\_

This form is to be issued to new casual staff by the resource manager/executive officer or designated representative. It should be completed alongside the contract for employment, returned with the contract to the resource manager/executive officer or designated representative and kept on file as a record of the new employee's induction.

**Resource Manager/Executive Officer/ Designated Representative**

**Initials:** \_\_\_\_\_

- Arrange a workstation assessment with the OHS&E Consultant Yes  N/A

**Supervisor/ Coordinator**

**Initials:** \_\_\_\_\_

- Advise staff as to function of OHS unit Yes
- Highlight staff responsibilities under Monash University OHS policy and direct staff to where to access all OHS policies and procedures. Yes   
(<http://www.adm.monash.edu.au/ohse/documents/#policies>)
- Ensure staff has completed the online safety induction Yes   
(<http://www.adm.monash.edu.au/ohse/training/safety-induction.html>)
- Direct to the locations of existing Risk Assessments for all laboratory activities, general procedures and/or field trips Yes
- Where there is no existing Risk Assessment, explain the Risk Control Program and ensure staff complete a Risk Assessment for the tasks they are about to undertake Yes  N/A
- Explain how chemical storage guidelines are met within work area Yes  N/A
- Direct to the location of safe work instructions for all laboratory activities, general procedures and/or field trips Yes  N/A
- Instruct staff on appropriate PPE (minimum – closed footwear, lab coat, and safety glasses) Yes  N/A
- Explain how to access to MSDS locally Yes  N/A
- Direct staff to nearest safety shower, eyewash station, spill kit and emergency power and gas shut off Yes  N/A
- Advise of the location of fire extinguishers, first aid kits and of emergency procedures and assembly areas? Yes
- Instruct staff on how to find/contact a first aider Yes
- Explain the process and importance of reporting all hazards and incidents Yes
- Provide information on the University health service in the Campus centre Yes
- Outline environmental initiatives in place throughout the University and School Yes  N/A

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

