This induction checklist is to be completed by all University staff, Higher Degree students (e.g. Honors, Masters and PhD), and volunteers when entering a local area to undertake work. The induction must be contextualised to suit the work area and facilitated by a supervisor or appropriate delegate, who has been briefed on the process.

This document doesn’t need to be completed by:

* Visitors in the work area only for the purposes of meetings, seminars or non-laboratory / workshop / high risk related work. However, they must be accompanied by a University staff member at all times and have completed a **University HSE Visitor Induction Checklist**.
* Undergraduate students. However, they must be inducted to the work area. The induction and supervision of classes is the responsibility of the lecturer in charge of the class / session.

**Checklist**

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| --- | --- | --- | --- |
| **Inductee Details** | | | |
| Name: |  | Staff / Student ID Number: |  |
| Manager / Supervisor: |  | Faculty / CDU TAFE / Other: |  |
| Commencement Date: |  | Location/s inductee will be working in: |  |

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| --- | --- | --- |
| **Section A – Roles and Responsibilities and Charles Darwin University** | | |
| Inductee has been made aware of: | | |
| How to access CDU WHS policies, procedures, forms and checklists on the CDU Waterhole |  | Yes |
| Their own and their supervisor’s responsibilities under the University Work Health and Safety Policy and Roles and Responsibilities Procedure |  | Yes |
| Who the relevant local safety representatives, ECO Emergency Warden(s) and First Aider(s) are. |  | Yes |

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| **Section B – Access Requirements** | | | | |
| Inductee requires access to the work area: | | | | |
| Only under supervision |  | Yes |  | No |
| Only during business hours |  | Yes |  | No |
| Access required after-hours / weekends / public holidays. |  | Yes |  | No |
| *If* ***yes,*** *highlight additional responsibilities while conducting work after-hours or when emergency response is limited.* | | | | |
| Inductee has been informed not to enter **\*restricted access** areas unless authorised and inducted to that area. | | |  | Yes |
| If access to \*restricted areas is required, ensure the corresponding local area induction checklist(s) are completed as per Part F of this form. | | | | |

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| **Section C – Emergency Preparedness** | | |
| Local emergency procedure has been covered including calling for University Security services (e.g. ‘7777’) |  | Yes |
| Inductee has been made aware of the locations and use of the following: |  |  |
| SafeZone App and downloaded it on their mobile device? |  | Yes |
| Emergency evacuation diagram (e.g. locate nearest diagram) |  | Yes |
| Assembly area (e.g. demonstrate exits and evacuation route) |  | Yes |
| First response fire equipment (extinguisher, fire blankets, hose reels etc.) |  | Yes |
| First aid procedures and location/s of First Aid kit/s and nearest AED |  | Yes |
| Break glass alarms |  | Yes |

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| **Section D – Risk Management** | | |
| Inductee has been made aware of the: |  |  |
| **Hazard and Risk Management Procedure** and associated forms (e.g. Hazard Report Form; Safe Work Procedures; Job Safety Analysis) detailing the processes for reporting and managing WHS hazards, and the risk management processes to be completed prior to hazardous work (task, activity, process) being undertaken. |  | Yes |
| **Workstation Ergonomics** information and tools available on the [**CDU**](https://www.cdu.edu.au/opc/sew) **Waterhole** |  | Yes |

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| **Section E – Hazard and Incident Reporting** | | |
| Inductee been advised to report: |  |  |
| All incidents – Including accidents, incidents, injuries and near misses. |  | Yes |
| These must be reported to HSE as soon as reasonably practicable within 24 hours (or immediately if notifiable to NT WorkSafe\* or NT EPA) of the incident happening and complete an Accident, Incident or Injury Report Form - AIIR within 48 hours). It must be reported to HSE through workers immediate Supervisor/Manager.  If the incident is notifiable, the **incident site must be preserved** until an inspector arrives or directs otherwise.  \*Notifiable to NT WorkSafe means an incident involving staff, students, visitors or contractors that incurs any of the following:   * Death of a person * A serious work-related injury or illness * A dangerous incident | | |
| All hazards on the **Hazard Report Form** immediately if life threatening or within 48 hours of being identified. |  | Yes |
| Inappropriate, concerning or threatening behaviour can be reported to your [HR Business Partner (HRBP),](https://charlesdarwinuni.sharepoint.com/teams/PeopleCapability/SitePages/People-%26-Capability(4).aspx) Employee Relations - [employeerelations@cdu.edu.au](mailto:employeerelations@cdu.edu.au) or 08 8946 6493, or by reaching out to one of CDU’s [Contact Officers](https://www.cdu.edu.au/about-cdu/values-and-culture/respect-now-always/cdu-contact-officers#:~:text=Our%20Contact%20Officers%20are%20a%2cor%20would%20like%20further%20information.). |  | Yes |

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| **Section F - Work in higher risk or specialised areas** | | | | | | | | | |
| Inductee is required to access a work area that has additional safety induction requirements | | | | | |  | Yes |  | No |
| **Additional workplace induction/s required** | | | | | **Checklist to Use** | | | | |
| Laboratory Induction or Clinical Practice Suite Induction |  | Yes |  | No | University Laboratory or Clinical Practice Suite Induction Checklist | | | | |
| Workshop or Studio Induction |  | Yes |  | No | University HSE Workshop and Studio Induction Checklist | | | | |
| Field Work or Remote Work |  | Yes |  | No | University Field or Remote Work Induction Checklist | | | | |

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| **Section G – Sign Off** | | | | | |
| I agree to adhere to all University HSE Requirements | | | |  | Yes |
|  | | | |  |  |
| **Inductee Signature:** |  |  | Date: |  | |
|  |  |  |  |  | |
| **Supervisor Signature:** |  |  | Date: |  | |

All Local Area Health, Safety & Induction Checklists (including additional specialised workplace induction checklists) are stored locally and must be easily accessible to assist with auditing or other HSE related activity.

The HSE Team recommends areas maintain a designated electronic folder for this purpose and an administrator (or other designated person) maintains the folder, uploading completed checklists as required.