



New Staff Member Details		
Title	Given Name(s)	Family Name
Position	Staff Number	
Department/School/Unit	Commencement Date	
Supervisor Name	Supervisor Position	

On the first day have you:	Yes (Initial)	N/A
Emergencies http://www.usyd.edu.au/ohs/ohs_manual/emergency/help.shtml		
Shown the new staff member the locations of nearest fire exits?		
Explained the location of the emergency assembly point?		
Explained the emergency alarm system for the building (alert, evacuation tones, etc)?		
Provided contact details for Nominated First Aid Officers in the building?		
Provided contact details for Security Services?		
Explained incident, injury and illness reporting requirements?		
Explained procedures for reporting hazards and security threats?		
Provided contact details for the Campus Property and Services Service Desk?		
General OHS Responsibilities http://www.usyd.edu.au/ohs/policies/ohs/index.shtml		
Explained general OHS responsibilities of all staff outlined in the University's OHS Policy and Guide for Staff?		
Explained the requirement to comply with local OHS rules and procedures?		
Location/Department Specific OHS Matters		
Provided contact details for Departmental Safety Officer, Zone OHS Committee, other relevant OHS contact people, eg hazardous waste, radiation safety, etc?		
Explained local consultation arrangements for OHS matters, eg staff meetings, departmental committees, etc as per ohsrm Program? http://www.usyd.edu.au/ohs/ohs_manual/ohsrm.shtml		
Provided information about any high hazard or restricted access areas such as laboratories, workshops, clinics, etc?		

In the first week have you:	Yes (Initial)	N/A
Job Specific OHS Matters		
NB see separate sections for laboratory/workshop/clinic based jobs and for staff with teaching responsibilities/ working in classrooms		
Discussed the main OHS risks associated with the job?		
Provided information about safe work procedures relevant to the job?		
Directed the new staff member to OHS resources including OHS & Injury Management website? http://www.usyd.edu.au/ohs/		
Had the staff member check ergonomic set up of their work location as per office ergonomics checklist? http://www.usyd.edu.au/ohs/ohs_manual/ergonomics/ERGO2.shtml		
Explained local procedures for minimizing manual handling risks? http://www.usyd.edu.au/ohs/ohs_manual/manual_handling/mhdlg.shtml		
Identified OHS initial training needs of new staff member?		
Checked with staff member about any accommodation requirements or existing health conditions?		
Explained and arranged any baseline health monitoring/testing required in the job, eg eye testing for laser work?		

Supervisor's Signature	Date

Additional item for staff with teaching responsibilities or working in classrooms. In the first week have you:		
Outlined the responsibilities of teaching staff in classrooms in emergency situations, eg ensuring they are aware of emergency exits and assembly points in order to direct evacuation of the room?		

Additional items for working with hazardous substances and machinery. In the first week have you:	Yes	N/A
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Hazardous Substances & Dangerous Goods		
Shown the staff member where they can access the hazardous substances register, including Material Safety Data Sheets?		
Shown how to access Chem Alert? http://www.usyd.edu.au/ohs/course-notes/chemalert.shtml		
Informed the staff member of the University's Guidelines for Working with Hazardous Substances? http://www.usyd.edu.au/ohs/ohs_manual/haz-subs/hazsubs1.shtml		
Asked the staff member to complete the hazardous substances implementation course? http://www.usyd.edu.au/ohs/course-notes/haz_subs/index.htm		
Shown the safe work procedures for the substances/processes the staff member will be working with?		
Arranged for any relevant personal protective clothing or equipment to be obtained?		
Explained how to do a risk assessment before working with a hazardous substance/using a dangerous good?		
Explained local dangerous goods storage procedures and shown the location of stores?		
Informed the staff member of the University's Guidelines for Hazardous Waste Disposal? http://www.usyd.edu.au/ohs/ohs_manual/hazwaste.shtml		
Outlined the local procedures for hazardous waste disposal, including location of waste stores?		

Machinery		
Informed the staff member of the main hazards associated with machinery the person will be operating?		
Explained how to do a risk assessment before working with machinery?		
Explained and demonstrated the safe work methods to be followed when operating the machinery, including location and operation of emergency stop buttons?		
Shown the staff member where to access instruction manuals for the machinery being used?		
Arranged for any relevant personal protective clothing or equipment to be obtained?		

Supervisor's Signature	Date