

## Manager's Health and Safety Induction Tool

This checklist is to assist you in fulfilling your health and safety responsibilities. Further assistance can be sourced through your [Health, Safety and Wellbeing Adviser](#) or your [Local Health and Safety Contact](#).

Area	Yes	Further information required
<b>Management Commitment / Accountabilities</b> <ul style="list-style-type: none"> <li>• I am aware of the <a href="#">Health, Safety and Wellbeing website</a></li> <li>• I have completed my online <a href="#">Health and Safety training</a> as required for my Group/Element</li> <li>• My staff/student have completed the online Health and Safety training as required in our area</li> <li>• I discuss with my staff their Health, Safety and Wellbeing responsibilities</li> <li>• I discuss with staff regularly my expectations of them and clarify any job role misconceptions</li> <li>• I am aware of the <a href="#">Staff Counselling Program</a></li> <li>• I have advised staff of the Staff Counselling Program</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Consultative arrangements for health and safety</b> <ul style="list-style-type: none"> <li>• Health, safety and wellbeing is a standing agenda item at staff/management meetings</li> <li>• I consult with staff when there are changes to the work environment that may impact on them</li> <li>• I have provided staff with a local area induction that includes <ul style="list-style-type: none"> <li>◦ The Group/Element <a href="#">Health and Safety Committees</a></li> <li>◦ Our Health, Safety and Wellbeing Adviser, our Local Health and Safety Contact</li> <li>◦ Policies, procedures and guidelines applicable to our work and where to find them</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Emergency procedures</b> <ul style="list-style-type: none"> <li>• I know who my local emergency warden is and conveyed this to staff</li> <li>• I am aware of who the area <a href="#">First Aid Officer</a> is and the location of the nearest First Aid Kit and have conveyed this to staff.</li> <li>• I have carried out local area induction for my staff including the following: <ul style="list-style-type: none"> <li>◦ Emergency evacuation procedures</li> <li>◦ First aid officer and closest location of first aid kits</li> <li>◦ Use of <a href="#">GSAfe</a> and how to report all injuries, illnesses, hazards and near misses</li> <li>◦ Security support on campus</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Workplace hazard and risk management</b> <ul style="list-style-type: none"> <li>• Hazards have been identified and controlled through the risk assessment process</li> <li>• High risk manual tasks and ergonomic hazards have been identified and controls put in place</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

## Health, Safety and Wellbeing Induction Tool for Managers/Supervisors of staff

Area	Yes	Further information required
<ul style="list-style-type: none"> <li>• Risk assessments have been completed for work tasks and activities by staff/students</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• I monitor and ensure that action plans for the risk assessments have been completed and are reviewed regularly</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Safe work procedures have been developed where required and communicated to relevant partners (e.g. staff/ students)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Chemical management protocols are in place and manifests are current – <i>if applicable</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Safety equipment is available for use – staff/students are aware – <i>if applicable</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Workplace inspections are conducted and reviewed regularly</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Electrical testing and tagging is current in my area</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Documentation to maintain</b>		
<ul style="list-style-type: none"> <li>• Minutes of staff meetings with discussion of Health, Safety and Wellbeing issues</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Induction records for new staff</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Training records completed</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Risk assessments documentation and review dates included</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Safe work procedures</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Actions taken arising from Incident/Hazard Reports</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Workplace inspections and actions</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>