NEW EMPLOYEE – INDUCTION CHECKLIST GUIDELINES

This guideline includes a brief description of the safety management systems that a manager should communicate to new employees. This checklist will help managers with the safety induction of new employees and should be used in conjunction with the “New Employee Induction/Annual Refresher Test” document. The Manager is the first point of contact for employees regarding information, including Health and Safety.

Managers are accountable for the safety responsibilities listed below. They are measurable and specific to their role.

Manager’s individual safety responsibilities are contained within the key result areas of their role description.

UNIVERSITY POLICIES, RULES & PROCEDURES

Employees must be familiar with the following documents where appropriate to their role. This list is not exhaustive. Victoria University has a suite of policies which are located at: http://www.victoria.ac.nz/home/about/policy/a-z.aspx. Other policies also contain requirements to help manage the safety of staff, students, visitors or contractors.

- Health and Safety policy
- Safe Campus policy
- Off Campus Activities policy

WORKPLACE HAZARDS

Workplace hazards and controls are listed on the hazard register. Managers should use the hazard register during this process. Employees should be able to use the hazard register and will be required to list three (3) workplace hazards and controls on the “New Employee Induction/Annual Refresher Test”.

HAZARD REPORT FORMS

Hazard Report forms should be completed by staff if they observe or come across a hazard in the workplace. (Eg. Something that is likely to cause harm). Work requests to rectify hazards can be made through the FM Service Desk (Ext 6600 or (04) 463 6600 or e-mail to FM-ServiceDesk@vuw.ac.nz). Instructions follow below on how to complete a hazard report form.

Hazard Report forms can be obtained from the following sources:

- Your Manager; and
- The VUW health and safety website link below:

How to complete a Hazard Report form

Staff should complete all of Section A and then sign their name with the date they are reporting the hazard. The form is then given to their Manager or the Health and Safety Representative.

If the Manager and the Health and Safety Representative are away, staff can e-mail the hazard report to the Safety and Risk team. (safety@vuw.ac.nz).
ACCIDENT/INCIDENT REPORT FORM

Staff must report accidents and incidents to their manager. If a staff member has an accident at work, the form must be completed and signed by their manager. Instructions on completing an Accident/Incident Report form follow below.

Accident/incident forms can be obtained from the following sources:

- Your Manager
- Your First Aid kit
- The University’s Health and Safety website link below: http://www.victoria.ac.nz/healthandsafety/resources/index.aspx

How to complete Accident/Incident Report form

Staff should provide the following details:

- Name
- Faculty/School/Central Service Unit (CSU)
- job title
- contact telephone number
- date and time of accident/incident
- location of where accident/incident occurred
- description of accident/incident
- what injuries/damage were sustained
- declaration with reporter’s signature
- Manager’s signature

- Once the form has been completed and the Manager has signed the form, please send by internal mail to the Campus Safety Coordinator or you can e-mail a copy to safety@vuw.ac.nz.

- Where both the Manager and Health and Safety Representative are unavailable you can contact the Campus Safety Coordinator on Extension 6053 or e-mail to safety@vuw.ac.nz.

Who is the Health & Safety Representative?

Managers are to advise and introduce new staff to the Health & Safety Representative.

Who is the First Aider?

Managers are to advise and introduce new staff to the first aiders in the workplace and the locations of the first aid kits.

Who is Floor/Fire/Building warden?

Managers are to advise and introduce new staff to the relevant wardens in the workplace. More importantly, managers need to ensure staff know what to do in an emergency.
Emergency/Evacuation procedure
- Operation of Break Glass switch (Emergency Door Release)
- Location of Emergency plan
- Campus emergency number
  - Campus Medics
- Other contact numbers required
  - ITS helpdesk
  - FM Service desk
- Location of staff assembly areas
- Fire
- Earthquake

Location of fire hose/fire extinguishers

Nearest/Alternative EXITs

Training programme/requirements
- E-learning Health and Safety module
- Workstation Assessment (Occupational Nurse)
- Staff welcome
- Health & Safety for Managers
- Health & Safety Representatives training
- Risk Management workshop for Managers
- Health, Safety and Workstation familiarisation for employees
- First Aid – Refresher/Comprehensive
- Manual Handling and back care
- Fire warden training
- Defensive driving
- Fire extinguisher training

Off Campus Activities
- Planning and preparation
- Personal declaration/Information form
- Risk assessments
- Briefing
- De-brief

Engaging Contractors
- Victoria University Contractor Framework – Facilities Management (FM)/Project Development
- Reputable/Experienced/Competent/Strong Health & Safety focus
- Risk Assessments/Job Safety Environment Analysis (JSEA)/Task Analysis/SWMs
- Induction

Location of amenities

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<thead>
<tr>
<th>Employee</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Manager</td>
<td>Signature</td>
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Employee ___________ Signature ___________ Date ___________
Manager ___________ Signature ___________ Date ___________