School of Physics – Work, Health and Safety (WHS) Induction Checklist

Staff / Student / Visitor / Volunteer / Affiliate Details:

<table>
<thead>
<tr>
<th>Title:</th>
<th>First Names:</th>
<th>Surname:</th>
</tr>
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<tbody>
<tr>
<td>What is your association with the School?</td>
<td></td>
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</table>

To which labs do you require access?

I confirm I have been given a specific lab induction for each of the labs listed above:

<table>
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<th>Signature:</th>
<th>Date:</th>
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Supervisor or WHS Inductor Details:

<table>
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<tr>
<th>Title:</th>
<th>First Names:</th>
<th>Surname:</th>
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</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Date:</td>
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Overview

1. This checklist is used during induction of all new staff, research students, visitors and affiliates working or associated with the School of Physics.

2. The University also requires completion of the online “**Work Health & Safety Induction**” course.
   a) Staff or affiliates with a Unikey can login directly via CareerPath
   b) Otherwise, anyone can [self-register](http://sydney.edu.au) and please indicate David Beech as your Manager.

3. If you are working in a lab or technical setting you also need to complete the Laboratory Induction form.

Hand in this completed checklist to the Physics Office, Room 210, Physics Building A28. Alternatively, email a scanned copy to physics.studentservices@sydney.edu.au


   - [ ] Show the new person the locations of nearest fire exits.
   - [ ] Show the person the location of the emergency assembly point.
   - [ ] Explain the emergency alarm system for the building (alert, evacuation tones, etc).
   - [ ] Provide contact details for Security Services for reporting emergencies and security threats (9351 3333 or extension 13333).

2. **General**

3. Job Specific Hazards

- Discuss the main WHS risks associated with the job.
- Discuss the need to participate in a specific lab induction session before entering a laboratory, technical or extramural environment.
- Explain the requirement to comply with local WHS rules and procedures.
- Give direction to WHS resources, including the WHS website sydney.edu.au/whs/
- Require completion of the ergonomic set up of your workstation sydney.edu.au/whs/guidelines/workstation/index.shtml
- Check if there are any special needs or existing health conditions to be accommodated.
- Explain and arrange any baseline health monitoring/testing required in the job, e.g. eye testing for laser work, audiometry for noisy work.