

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

Staff / Student / Visitor / Volunteer / Affiliate Details:		
Title:	First Names:	Surname:
What is your association with the School?		
To which labs do you require access?		
I confirm I have been given a specific lab induction for each of the labs listed above:		
Signature:		Date:
Supervisor or WHS Inductor Details:		
Title:	First Names:	Surname:
Signature:		Date:

### 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](#) 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](mailto:physics.studentservices@sydney.edu.au)

#### 1. Emergencies - <http://sydney.edu.au/whs/emergency/index.shtml>

- 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 Nominated First Aid Officers and Building Wardens [sydney.edu.au/science/physics/local/whs/eco.shtml](http://sydney.edu.au/science/physics/local/whs/eco.shtml).
- Provide contact details for Security Services for reporting emergencies and security threats (9351 3333 or extension 13333).

#### 2. General

- Explain general WHS responsibilities as outlined in the University Policy <http://sydney.edu.au/whs/policies/index.shtml>
- Explain the requirement and method for reporting incidents, injuries, illness and hazards using *RiskWare* online <http://sydney.edu.au/whs/report/index.shtml>
- Explain local consultation arrangements for WHS matters - School Safety Committee [sydney.edu.au/science/physics/local/ohspc.shtml](http://sydney.edu.au/science/physics/local/ohspc.shtml)



- Provide contact details for Safety Officers, Nominated First Aid Officer, Building Wardens [sydney.edu.au/science/physics/local/whs/eco.shtml](http://sydney.edu.au/science/physics/local/whs/eco.shtml).
- Provide contact details for reporting maintenance issues relating to buildings and grounds using the Physics Web Help Desk [physics.usyd.edu.au/webhelpdesk](http://physics.usyd.edu.au/webhelpdesk)

### 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/](http://sydney.edu.au/whs/)
- Require completion of the ergonomic set up of your workstation [sydney.edu.au/whs/guidelines/workstation/index.shtml](http://sydney.edu.au/whs/guidelines/workstation/index.shtml)
- Explain local procedures for minimizing manual handling risks [http://sydney.edu.au/whs/guidelines/manual\\_handling/index.shtml](http://sydney.edu.au/whs/guidelines/manual_handling/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.