

## Safety Induction Policy & Procedure

It is a legal requirement that all new staff, students, contractors, visitors, post-doctorates etc are inducted into the workplace on commencement of duties. Ideally this should occur on their first day at the School. As part of the safety induction process, new and returning staff are to be introduced to emergency procedures, floor wardens, first aid staff and first aid kit locations, as well as other health and safety issues, using the School of Chemistry Environment Health and Safety Induction Checklist For New Staff and Students. Visitors and contractors are to be inducted using the Induction Checklist for Visitors and Contractors.

The induction process is to be delivered by the School Safety Officer in conjunction with the local area supervisor for local area operating procedures. The record of induction is to be signed, dated and forwarded to the School of Chemistry Administration Officer and a copy filed by the Safety Officer. Only after the Safety Induction is delivered, will the new staff member be given access to keys and swipe card.

**New and returning staff (academic, general, casual) & post-doctorates:** Local area supervisors are to commence the [Human Resources induction process](#) on the first day of duties. A review of the induction process will be undertaken at the conclusion of the probationary stage (usually at three months). The Safety Officer is to be contacted on the first day of duties to deliver the Safety Induction. The supervisor should ensure that the new staff member receives training which is specific to their employment, after filling out an [EHS Training Matrix](#) form.

**Post-graduate students:** New post-graduate students are to complete the Induction and Safety Program (a two-day series of safety orientated lectures held twice a year) and pass the Safety Exam (min. score of 65%) prior to commencing work in the School. New PhD students beginning outside the times of the Safety Lectures, will in the interim be given a regular staff induction on commencement, but must then attend the next available Safety Lectures and pass the Safety Exam.

**Visitors:** Visitors to the Department may include academic visitors, overseas students, guests and post-docs, undergraduates working out of semester times and staff and post-grad students from other Departments using our facilities. Short term visitors should check in with admin staff and be given a Visitor Card which includes visitor environmental health and safety information. It is the responsibility of the inviting member of staff to see that anyone who comes into the School to work, initially registers with the Administration Office and completes a Safety Induction. This applies irrespective of the length of stay, the experience or status of the Visitor or of the research subject, theoretical or computing work included, with the responsibility being especially onerous in the case of Undergraduates or other inexperienced persons.

**Contractors:** Contractors engaged by the School of Chemistry (not engaged by the University Property and Buildings Department) are to be inducted in the same way as visitors.