

Work Health and Safety Induction Checklist

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The Work Health and Safety Induction Checklist is to be used if no site specific Work Health and Safety Induction exists. This checklist is for Supervisors/Managers to use during the induction of all new staff, students, contractors and volunteers and needs to be completed within 2 days of commencement. Return this completed checklist to hroffice@bne.catholic.net.au

Work Health and Safety Act 2011

Employers have a legal duty of care for workers (including contractors) and visitors. This part of the Act, means that a person or persons who are in control of the workplace (i.e. this could be a manager, coordinator or supervisor) have a responsibility to ensure that all workers work safely. This includes providing and maintaining a working environment that is safe and without risks to health, including the entering and exiting of the workplace. It also includes providing workers with information, instruction, training or supervision needed for them to work safely.	<input type="checkbox"/>
Workers have a legal duty of care for self, fellow workers and visitors. Workers have an obligation to take reasonable care for their own health and safety and not put themselves or others at risk through their actions or omissions. Additionally they are required to bring any health and safety concerns to the attention of their manager or supervisor.	<input type="checkbox"/>
Workers are expected to follow all reasonable instructions including health and safety.	<input type="checkbox"/>

Reporting an Incident, Injury, Hazard or Near Miss

If you are injured no matter how minor, report it immediately to your supervisor	<input type="checkbox"/>
If you see something unsafe, including actions under policies such as Harassment, Safeguarding Children and Vulnerable Adults, report it immediately to your supervisor	<input type="checkbox"/>
Incident Report Forms should be entered directly into the Guardian System via the link located on the Archdiocesan Intranet (AI) under the Employee Resource tab. Then click on Guardian and using your network Id and password. Incidents must be reported within 24 hours of them occurring. Even incidents which are a “near miss” and do not result in an injury should be reported in Guardian.	<input type="checkbox"/>
Hazards are anything that can cause harm in the workplace. By identifying hazards, it provides an opportunity to address the hazard and manage risks to people’s health and safety. Hazard Report Forms should be entered directly into Guardian – click on the Guardian link on AI.	<input type="checkbox"/>
Employees have the right to cease, or refuse to carry out work if they have a reasonable concern that the work would expose them to a serious risk to their health and safety, arising from an immediate or imminent exposure to a hazard. If this is the case they must notify their manager as soon as practical. If they do cease work for these reasons they will not experience any undue consequences associated with taking such action.	<input type="checkbox"/>
Refer to the WHS Incident Management and Investigation Procedure and contact your Supervisor and/or WHS Advisor for guidance	



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Work Health and Safety Guidelines	<input type="checkbox"/>
Demonstrate ability to access WHS Strategy, Policies, Procedures, Standards and guidelines on Archdiocesan Intranet (AI). Located under Employee Resources, followed by the Work Health and Safety Tab, or, Parishes, followed by the Parish Portal tab and in the WHS section.	<input type="checkbox"/>
Fire Evacuation and First Aid	<input type="checkbox"/>
Explain what to do if a fire breaks out	<input type="checkbox"/>
Identify the location of the Emergency Evacuation Plan, Evacuation Diagrams, Emergency Contacts and First Aiders	<input type="checkbox"/>
Explain the alarm sounds and process	<input type="checkbox"/>
Identify the location of fire extinguishers, fire hoses and fire blankets	<input type="checkbox"/>
Identify location of workplace exits, fire exits	<input type="checkbox"/>
Show the Emergency Assembly Point	<input type="checkbox"/>
Identify the location of the First Aid Kit	<input type="checkbox"/>
Identify the First Aid Officer and how to contact them	<input type="checkbox"/>
Identify areas where workers can / cannot smoke	<input type="checkbox"/>
Contact number for Employee Assistance Program (1800 818 728)	
Manual Handling	
Train workers in relevant safe work procedures (eg. use of tools, equipment, work techniques, personal protective equipment (PPE)).	<input type="checkbox"/>
Have workers demonstrate the correct procedure to do any manual task involved in their job	<input type="checkbox"/>
Provide manual Handling information to the worker	<input type="checkbox"/>



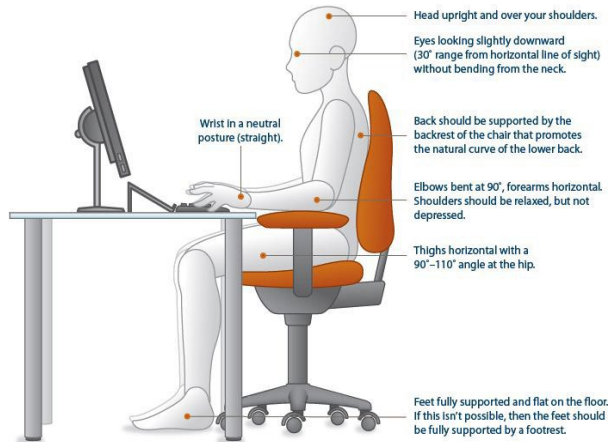
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Workstation Ergonomics

There is not one correct way to sit at a workstation	<input type="checkbox"/> <input type="checkbox"/>
Set up should accommodate the work being done along with the individual differences	<input type="checkbox"/> <input type="checkbox"/>
Ensure correct set up to reduce fatigue/strain on neck, shoulders, back and legs	<input type="checkbox"/> <input type="checkbox"/>



Worker Information	
Full Name:	
Signature:	
Position Title:	
Start Date:	
Phone Contact:	
Supervisor Name:	
Supervisor's Contact:	
Site Address:	
Directorate:	<input type="checkbox"/> Archdiocese Development Fund <input type="checkbox"/> Episcopal and Corporate <input type="checkbox"/> Archdiocese Services <input type="checkbox"/> Evangelization Brisbane <input type="checkbox"/> Catholic Early Edcare <input type="checkbox"/> Parish <input type="checkbox"/> Catholic Family & Relationship Services <input type="checkbox"/> Pastoral Ministries <input type="checkbox"/> Centacare Community Services <input type="checkbox"/> Other:



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