



EXCELSIA
COLLEGE
Sydney - Australia

Document Name

EMPLOYEE SITE-SPECIFIC WHS INDUCTION FORM

Document Number

CF-WHS-03

Document Status

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Part A – Job Specific requirements

Supervisor and Director of People and Culture to complete with new staff member

Supervisors are responsible for inducting new or relocated personnel, visitors and contractors as part of the WHS Induction Process. Not all the requirements may be relevant to visitors and contractors.

This form should be returned to the Director of People and Culture and placed on the inductee's personnel file.

Name	_____	Position title	_____
Signature	_____	Date	____ / ____ / ____
Supervisor Name	_____	Position title	_____
Signature	_____	Date	____ / ____ / ____

Supervisor and the Director of People and Culture must explain the following to inductees: (tick when completed)

1. Explain the main Hazards & Risks associated with the inductee's job and work area:

Review each relevant risk assessment with inductee (focus on identified risks and how they are being controlled)

List Risk Assessment relevant to the inductee:

- 1)
- 2)
- 3)

2. WHS Training: Advise inductee of the WHS training required in accordance with the Training Needs Analysis.

Show inductee how to locate and enrol for training using *MOODLE*.

<https://learn.excelsia.edu.au/login/index.php>

N/A

Training to be completed within first 3-month probationary period:

WHS Awareness (on-line course)

Other:

4. Go through the Workstation checklist to ensure correct ergonomic workstation set up.

Workstation Checklist

N/A

Part B – Excelsia College requirements

Outcome: Yes = Satisfactory No = Unsatisfactory

1.	General			
1.1	Explain your responsibilities under Excelsia College’s WHS Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.2	Explain your responsibilities under Excelsia College’s Return to Work Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.3	Locate the incident report forms	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.4	Explain the procedure for reporting an injury or incident	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.5	Explain the procedure for claiming workers compensation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2.	Hazards			
2.1	Locate the Excelsia College hazard log/improvement log	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2.2	Explain the procedure for reporting hazards	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2.5	Identify 3 hazards in your area, and how can you manage them	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.	Emergency Procedures			
3.1	Identify the Excelsia College chief warden and deputy chief warden	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.2	Identify your area warden(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.3	Explain the procedure to report an emergency	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.4	Describe the emergency alarms used at Excelsia College	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.5	Explain the actions to take in the event of an alarm	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.6	Explain the procedure for evacuation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.7	Demonstrate the safe evacuation route(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.8	Locate the Excelsia College emergency exits	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.9	Locate the Excelsia College emergency assembly point(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.10	Explain the post-evacuation actions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.10	Explain the procedure for fire	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.11	Explain the procedure for bomb threat	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.13	Locate and identify the Excelsia College fire extinguishers, fire blankets and hose reels	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4.	WHS Consultation			
4.1	Explain the consultation arrangements at Excelsia College	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4.2	Identify your employee WHS committee member or representative(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.	First Aid			
5.1	Identify the first aid officer(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5.2	Locate the Excelsia College first aid kit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.	Security			
6.1	Demonstrate the operation of duress alarms	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.2	Explain the procedure for after hours access	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.3	Explain the system for control of visitors	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Part C– Inductee to complete

Over the next week take the opportunity to get to know colleagues in your work area. Ask around and find the answers to the following questions:

Please return this completed form to your supervisor within one week of your induction

1. Who is your WHS committee member or representative?

2. Who is your nearest fire warden?

3. Who is your nearest first aid officer?

4. Where is the emergency assembly point for your building?

5. Where can you find an incident report form?