Supervisors must ensure workers / volunteers are inducted into their workplace prior to commencing work. This induction form is to be completed within 1 week of commencement and emailed to techteam-animals@uwa.edu.au.

| Name of inductee: |  |
| Supervisor: |  |
| Date of commencement: |  |
| Building/site: |  |

This form comprises three sections:
1. **Building and laboratory inductions**: to be conducted by Supervisor on arrival.
2. **UWA Online Health and Safety Induction**: to be completed online and emailed to techteam-animals@uwa.edu.au.
3. **School safety induction** – to be booked with techteam-animals@uwa.edu.au.

**Resources**

**Are you likely to require use of a School vehicle for research purposes?**
- Yes / No.

If yes, email a copy of your current driver's licence to techteam-animals@uwa.edu.au. Further information will be provided at the School safety induction session.

### 1. Building and laboratory induction

To be conducted by Supervisor on arrival.

| Verify the location of first aid boxes and fire extinguishers. |
| Explain and show the exit routes and assembly points. |
| Ensure that existing personal health status, where relevant to the work, has been disclosed so that any required, specific needs can be accommodated. This includes any allergic reactions or conditions for which assistance could be required. |

A lab induction should be completed where relevant by the supervisor or lab manager within one week of commencement using the laboratory induction checklist.

| Is a lab induction required?  | Yes / No. |

If yes:
- ☐ Lab induction completed with *(name of supervisor and date)* ________________________________.
- ☐ Copy forwarded to techteam-animals@uwa.edu.au
- ☐ Copy retained on file in lab.
List any further information, instruction or training required

<table>
<thead>
<tr>
<th>Provider</th>
<th>Due date</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

| e.g. 4WD course, lab safety course |          |          |

Inductee signature:  Date:

Supervisor signature: Date:

---

2. **UWA Online Health and Safety Induction**

The [UWA Online Health and Safety Induction](#) is compulsory for all staff and is accessed independently by inductee. The completion certificate is to be forwarded to [techteam-animals@uwa.edu.au](mailto:techteam-animals@uwa.edu.au) and your supervisor.

<table>
<thead>
<tr>
<th>Completion date of online induction and date forwarded:</th>
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</tbody>
</table>

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3. **School Safety Induction**

**Hazards, incidents and emergencies**

- Emergency procedures including local health and safety personnel and emergency telephone number (within UWA show a copy of the emergency procedures booklet). Show the location of the **Building Safety Personnel Poster** containing emergency contact information. This should be prominently displayed.
- How to report hazards (show a copy of the reporting form).
- How to report incidents, injuries, illness, disease or near misses (show a copy of the reporting form).

**General information**

- How local health and safety arrangements conform to the [UWA Work Health and Safety Policy](#).
- Explain the process for resolution of health and safety issues.
- The principal aspects of workers’ compensation and the injury management processes.
- Discuss psychological health resources available, including the [employee assistance program](#) and [grievance procedures](#).
- Electrical safety (provide a copy of the [electrical safety pamphlet](#)).

**Workplace specific information**

- Discuss known workplace hazards and procedures with reference to use of vehicles, plant, equipment, hazardous substances.
- Provide and discuss proper use and care of any personal protective equipment (PPE) to be used in the workplace.
- Discuss access restrictions (e.g. controlled access laboratories or workshops), [working alone](#) and [after hours working](#).
- Assist in obtaining any necessary certificates, permits, licences or other training as required.

**Safety personnel roles and responsibilities**

- Introduce the following personnel and explain their safety roles and responsibilities, where applicable:
  - Head of School or Senior manager
  - School Safety Officer
  - Health and Safety Representative
  - First Aid Officer
  - Building Warden
  - Area Warden
  - School Radiation Officer
  - School Biological Safety Officer
Signoff

Inductee declaration (can only be signed upon completion of outstanding actions above)

I will comply with the UWA Work Health and Safety Policy and associated Safe Systems of Work. I acknowledge receipt of this health and safety induction and have received the necessary information, instruction and training required to enable me to work safely.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
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</table>

Technical Team officer signoff

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

This form must be returned to techteam-animals@uwa.edu.au within one week of commencement.

Tech team use only

<table>
<thead>
<tr>
<th>Access to School vehicle required?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>School vehicle induction booked?</td>
<td></td>
<td></td>
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<tr>
<td>Driver’s licence provided?</td>
<td></td>
<td></td>
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<tr>
<td>Any further training required? (please note)</td>
<td></td>
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