

Recommended WHS Induction Topics for Visitors

Relevant staff should brief visitors about the University's emergency procedures, safe work procedures and its Work Health and Safety Management System (WHSMS or framework). Visitors are also welcome to access the University's wellbeing resources. It is recommended that this form is completed whenever a visitor is inducted.

Section A: WHSMS Induction Details			
Inductee	Name	Signature	Date
Inducted:			
Induction facilitated by:			

Section B: Topics to be covered	Resources	Recommended Instructions
Preparing for Emergencies		
How to respond to general emergencies and evacuation procedures, including the location of the local Emergency Assembly Point.	In Case of an Emergency poster, including evacuation signal sounds and information about how to respond to specific types of emergencies. - Emergency Diagrams are prominently displayed on each floor (on internal walls), including the Emergency Assembly Point for the campus.	Print out and provide the 'In Case of an Emergency' poster and confirm that the visitor knows how to respond in an emergency and the location of the Emergency Assembly Point.
Brief visitors about how to obtain security assistance in an emergency by calling 1300 729 452.	Emergency and safety information	Confirm that the visitor knows how to call Security in an emergency.
Access first aid by calling a first aider directly or the local Concierge (business hours). After hours: Call the ACU National Security Centre.	Campus First Aid Officers and first aid posters are displayed across each campus. ACU National Security Centre numbers and other emergency information.	Ensure the inductee is aware of the location of the closest first aid poster and listing of first aiders on the intranet.
Everyone Contributes to the WHSMS		
How to access WHSMS processes and systems, including policies and procedures.	WHSMS Policies and Procedures	Regular visitors to the University should confirm that they are aware of these documents and how to locate them.
Local protocols, including safe work procedures		Ensure that visitors are briefed about any relevant local protocols and relevant Safe Work Method Statements.

Section B: Topics to be covered	Resources	Recommended Instructions
Your Wellbeing and Supporting Others		
R U OK? Resources	RU OK? resources to support people when they are experiencing difficult times.	Brief the inductee about these resources (if relevant).
MetLife 360Health resources are available to assist you to access health information or support others that have complex health conditions.	MetLife 360Health	Brief the inductee about these resources (if relevant).