

APPENDIX B: WHSMS Inductions Provided by Nominated Supervisors/Managers

Brief new and existing staff about relevant topics, listed below, and other topics which will increase staff members capabilities to contribute to the University's WHSMS, identify hazards and manage WHS risks and invest in their wellbeing. Retain records of inductions and send the completed form to Service Central for filing on the employee's HR record. Some of these topics may also be relevant to contractors and other members of the ACU community.

Section A: WHSMS Induction Details			
Staff Members	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 Emergency Assembly Point.	<ul style="list-style-type: none"> 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 an Emergency' Poster and confirm that the staff member knows where the Emergency Assembly Point is.
Download SafeZone to access emergency assistance and the ACU National Security Centre.	Information about the SafeZone App	Download SafeZone App to the inductee's phone
Access first aid by calling a first aider directly or the local Concierge (business hours). After hours: Call the ACU National Security Centre or click on the First Aid button, SafeZone App.	Campus First Aid Officers and first aid posters are displayed across each campus. ACU National Security Centre numbers and other emergency information.	Ensure staff member is away of the location of the closest first aid poster and listing on the intranet.
Critical Incident Management processes	In Case of an Emergency poster ACU Critical Incident Management Policy	Print out the flow-chart in the rear of the Critical Incident Management Procedure and summarise the University's Critical Incident Management Processes.
Local emergency protocols (aligned with the ACU Critical Incident Management Policy) for laboratories and other high-risk environments (if relevant).	ACU Chemical Management Procedure and Laboratory Safety Guidelines e.g. spills and other emergency responses. Local protocols developed by the work area that align with the ACU Critical Incident Management Policy	Provide any relevant local protocols to the staff member and summarise.
Recovering from an Injury		
Log a riskware report, obtain a workers compensation medical certificate from your Nominated Treating Doctor, and submit a	Workers compensation knowledge articles on service central.	Explain the process for submitting claims and accessing return to work support (in the relevant state).

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Service Central Request (serviced by Safety and Wellbeing staff).		
Your Contribution to the WHMS		
How staff contribute to the WHSMS: Know how to respond in an emergency, identify hazards, contribute to the assessment and management of WHS risks, log reports in riskware, contribute to WHSMS improvement opportunities etc.	WHSMS Roles and Responsibilities Procedure (refer to staff responsibilities section) WHSMS Implementation Procedure Guidance about WHS risk management	Print out the WHS Roles and Responsibilities Procedure for the staff member and outline how everyone contributes to the WHSMS.
<ul style="list-style-type: none"> WHSMS development opportunities will be identified during ongoing and annual Performance Plan and Review discussions. Training certificates shall be uploaded to a Service Central request (for placement on employment/staff records). 	Capability Development Framework WHS Training and Competency Procedure	Communicated the expectation that WHS competencies should be considered throughout the year and during the formal Performance Review and Development process.
Report hazards, near misses, incidents and injuries within riskware, which will be managed (for WHS risks) by your Nominated Supervisor or Manager. These reports should be logged within 24 hours.	Logging reports in riskware (intranet content and Quick User Guides) WHSMS Corrective Actions procedure	Confirm that the staff member knows where to locate riskware on the intranet.
How to access WHSMS processes and systems, including policies and procedures.	WHSMS Policies and Procedures	Confirm that the inductee has familiarised themselves with the location of these documents.
Local protocols, including safe work procedures		Ensure that the staff member has been briefed about any relevant local protocols and relevant Safe Work Method Statements.
Contribute to WHSMS improvement opportunities by identifying hazards, completing a Workstation Ergonomic Checklist and conducting a WHS inspection (minimum of two people) etc.	Workstation Ergonomic Checklist WHS inspection checklists	Print out the Workstation Ergonomic Checklist and encourage the staff member to complete this checklist in the near future.
<ul style="list-style-type: none"> ACU and Nominated Supervisors engage staff about its WHSMS and relevant WHS issues that impact upon them. Learn about your local WHS Committee and your Health and Safety Representative. 	WHS Communications and Consultation Procedure WHS Committee listings	The staff member knows where these documents are located.
WHS issues are resolved by following the WHS resolution pathway and commences with logging a riskware report.	Resolving a WHS issue flowchart – Appendix 1 in the WHS Communications and Consultation procedure	Print out and give the staff member a copy of the Resolving a WHS Issue document.
Your Wellbeing and Supporting Others		
The Employee Assistance Program (EAP) is available to all staff. Nominated Supervisors can use Managers Assist.	EAP Resources on the intranet	Confirm that the staff member knows where to locate ACU's EAP information on the intranet.

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R U OK? Resources	RU OK? resources to support staff and others whenever they go through difficult times	Confirm that the staff member knows where to locate these resources.