



## OHSW Induction

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### Introduction

This procedure outlines the requirements for OHSW induction of new or transferred employees, contractors and visitors permitted to work in the University. It includes the level of induction required, the timeframe for completing inductions and the keeping of induction records.

### Definitions

Induction is the provision of information designed to inform a new or transferred employee, visitor or a contractor to a workplace and provide them with information concerning hazards and hazard control measures.

### Roles and Responsibilities

Line Managers are responsible for:

- implementing this procedure in their area of responsibility and accountability
  - inducing new or transferred employees, and where relevant students, visitors and contractors
- maintaining induction records in accordance with this procedure
- ensuring new employees complete the online learning program for Health and Safety Induction (click to link to [UniSA Online OHSW&IM learning programs](#))
- identifying relevant online learning programs to be completed by the new employee
- informing new employees of the WorkPace ergonomic software and its intent.

Employees are responsible for:

- not placing themselves or others at risk of injury
- participating in the induction process
- completing the online learning program for Health and Safety Induction (click to link to [UniSA Online OHSW&IM learning programs](#))
- advising line manager in writing ([OHSW 61](#)) if you wish to use the WorkPace software

Contractors and Visitors permitted to work in a University workplace are responsible for:

- not placing themselves or others at risk of injury
- participating in the induction process
- working in accordance with University of South Australia OHSW&IM Policy & Procedures

### Procedure

The Line Manager or Supervisor shall conduct induction training for all new employees or transferred employees, and where relevant, students and visitors permitted to work at a University worksite, prior to commencement of work.

All new employees to the University shall complete the online learning program for Health and Safety Induction

All new employees shall be advised of the WorkPace ergonomic software and its intent and if the employee requests its use, [OHSW 61](#) is to be completed and forwarded to the line manager for action.

Induction for a contractor or a contractor's employee(s) shall be carried out by the Line Manager or Supervisor responsible for the worksite in consultation with the contract project manager. Where possible, OHSW inductions should be carried out as part of the new or transferred employees or contractors general orientation to the worksite.



OHSW inductions for employees, and where relevant, students and visitors shall be conducted using the Induction Checklist (Form [OHSW 23](#)) as a guide. Suitable records shall be kept for students, visitors and contractors.

Inductions should consider induction to a specific work requirement, task and working environment including particular Standard Operating Procedures.

The responsible Line Manager shall maintain a record of the employee, visitor and contractor induction for a period of three (3) years.

#### **Documents/Forms**

[OHSW 23 – Induction Checklist](#)

#### **References**

[University OHSW Strategic Plan 2009 - 2011](#) (PDF 158kb)

[University Injury Management Strategic Plan 2009 - 2011](#) (PDF 85kb)

[OHSW Local Action Plan](#) (Word 106kb)

[OHSW & Injury Management System](#) (PDF 128kb)

[Occupational Health Safety and Welfare Act 1986](#)

[Occupational Health, Safety & Welfare Regulations, 2010](#)

[Workers Rehabilitation and Compensation Act 1986](#)

[AS/NZS 4804: 2001 Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques.](#)