

2021 HPI Casual Academic Staff Induction Checklist:

Please complete and return a signed and dated copy to the [Sass Smith](#).

- ☐ I have been directed to a copy of the [UQ HSW Policy statement](#) and I am familiar with the UQ HSW Website: <https://staff.uq.edu.au/information-and-services/health-safety-wellbeing>.
- ☐ I understand I have OHS responsibilities and agree to comply with requirements - [PPL 2.10.04 Staff Responsibilities for Occupational Health and Safety](#).
- ☐ My local Health Safety and Wellness Manager is Mr Chris Pye - 0408 726 230, c.pye@uq.edu.au.
- ☐ I have a copy of the 'UQ Emergency Procedures' card relevant to my location/site at my workstation.
- ☐ I have been advised how to call for assistance in the event of an emergency (e.g., fire, medical emergency). The emergency contact number for my site is: 336 53333.
- ☐ I have familiarised myself with the location of emergency equipment (fire extinguisher/hose), emergency exits, break- glass alarms, duress alarms, and the assembly meeting point/s during emergencies.
- ☐ My local Floor/Area Emergency Wardens are:
 - Forgan Smith (1) - Serena Bagley & Donna Moodie
 - Michie (9) - Tom Stevenson & Alastair Blanshard.
- ☐ First Aid Kits are located in the Kitchen and Photocopy rooms of both Forgan Smith (E318 & e304) & Michie (511 & 516).
 - My local First Aid Officers are:
 - Forgan Smith (1) – Karin Sellberg #56668
 - Michie (9) - Janette McWilliam #52650.
- ☐ If a fire alarm sounds appointed wardens for the building will manage an orderly evacuation of staff and students. I understand I have a responsibility to advise students at the first tutorial of the procedures for evacuating the building in which the class is located. Notices providing relevant information appear in all teaching rooms and fire exits are clearly signed.
- ☐ I am aware of the requirement to advise my supervisor of all workplace incidents, injuries and illnesses, and to complete a report on [UQ Safe-Incident Reporting Database](#).
- ☐ I understand the reporting requirements for workplace hazards and know that if I identify a hazard I need to report it to my Supervisor, and on the [UQ Safe-Incident](#), UQ's online incident reporting database.
- ☐ I have been advised that if I suffer a work related injury, I can lodge an application for compensation with Work Injury Management (HSW Division). I have been referred to a copy of the '[Claiming for Workers Compensation at UQ](#)' booklet for details.
- ☐ I understand the University actively supports a healthy work life balance by provision of a UQ Wellness Program, Staff Assistance Services Program, and Student Services Program. I have been advised that UQ has a dedicated [Workplace Psychologist](#) to support staff.
- ☐ I have been advised that the University provides free and confidential counselling services through an external service provider. The Universities [Employee Assistance Program](#) (EAP) provider is [Benestar](#).
- ☐ (DHCOs) and staff can contact them with enquiries related to discrimination, harassment and bullying: <https://staff.uq.edu.au/information-and-services/human-resources/conduct-ethics/discrimination/contact-officers>.

Name (please print):

Signature:

Date: