

HSW Induction Checklist

Please complete the below checklist within 1 week of commencement of semester, and return a signed and dated *copy only* to the School Manager (retaining the original for your reference).

- ☐ I have been directed to a copy of the [UQ HSW Policy statement](https://staff.uq.edu.au/information-and-services/health-safety-wellbeing) and I am familiar with the UQ HSW Website: <https://staff.uq.edu.au/information-and-services/health-safety-wellbeing>.
- ☐ I understand I have health and safety responsibilities and agree to comply with requirements - [PPL 2.10.04 Staff Responsibilities for Occupational Health and Safety](#).
- ☐ I have been informed that my local Health Safety and Wellness Manager is Mr Chris Pye (#31327, or 0408 726 230, c.pye@uq.edu.au).
- ☐ 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 am familiar with the location of emergency equipment (fire extinguisher/hose), emergency exits, break- glass alarms, duress alarms, and the assembly meeting point/s during emergencies.
- ☐ I have been informed that my local Floor/Area Emergency Wardens are:
 - Forgan Smith (1) - Cara Herington (#56477) and Andrew Bonnell (#56333)
 - Michie (9) - vacant.
- ☐ I am aware that First Aid Kits are in the Kitchen and Photocopy rooms of both Forgan Smith (E318 & e304) & Michie (511 & 516). My local First Aid Officer is Chat Marasinghe #51970
- ☐ If a fire alarm sounds, I understand that 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 [UQSafe-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 that the University of Queensland's Sexual Misconduct Support Unit (SMSU) is a safe and supportive place for the UQ community to receive guidance around sexual assault and sexual harassment and can be contacted by calling the support line 3443 1000 (open Monday to Friday, 8am to 5pm), emailing safercommunities@uq.edu.au or submitting a [confidential report online](#).
- ☐ 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 PeopleSense. Call 1300 307 912 to make an appointment.

Name: _____

Signature: _____

Date: _____