



CASUAL EMPLOYEE OHSE INDUCTION CHECKLIST

Name of Employee: _____

Name of Supervisor/Coordinator: _____

This form is to be issued to new casual staff by the resource manager/executive officer or designated representative. It should be completed alongside the contract for employment, returned with the contract to the resource manager/executive officer or designated representative and kept on file as a record of the new staff members' induction.

Resource Manager/Executive Officer/ Designated Representative

Initials: _____

- Offer a workstation assessment with the OHSE Consultant Yes N/A
- Discuss after hours access to the department if necessary Yes N/A

Supervisor/ Coordinator

Initials: _____

- Ensure employee has completed the online safety induction
(<http://www.adm.monash.edu.au/ohse/> needs authcate account) Yes
- Advise employee as to the function of OHSE branch, zone committee, Safety Officer and Health and Safety Representative Yes
- Highlight employee responsibilities under the Monash University OHS policy and direct staff to where to access all OHS policies and procedures.
(<http://www.adm.monash.edu.au/ohse/documents/#policies>) Yes
- Direct to the locations of existing Risk Assessments for all laboratory activities, equipment & processes and/or field trips Yes
- Where there is no existing risk assessment, explain the Risk Control Program and ensure employee completes a risk assessment for the tasks they are about to undertake Yes N/A
- Explain how chemical storage guidelines are met within work area Yes N/A
- Direct to the location of safe work instructions for all laboratory activities, equipment & processes and/or field trips Yes N/A
- Instruct employee on appropriate PPE (minimum – closed footwear, lab coat, hearing protection and safety glasses etc) Yes N/A
- Explain how to access to MSDS locally Yes N/A
- Direct employee to nearest safety shower, eyewash station, spill kit and emergency power and gas shut off Yes N/A
- Advise of the location of fire extinguishers, emergency procedures and emergency assembly areas? Yes
- Direct employee to location of first aid kits Yes
- Instruct employee in finding/contacting a first aider and emergency warden Yes
- Explain the process and importance of incident and hazard reporting within 24 hours. Yes
- Provide information on the Campus Centre medical clinic. Yes
- Outline environmental initiatives in place throughout the University and department Yes N/A

Signature of Employee: _____

Date: _____

Signature of Supervisor: _____

Date: _____