

This checklist should be used for each new staff member.

Name of staff member	
Position title	
Department	
Start date	

Introduction to the job	Completed
Clarification of the job description and key outcomes	
Safe work practices, SOPs, SMOU, guidance material	
Identification of applicable critical risks and hazards	
Training needs analysis completed based on critical risk exposures and related matrices	
Issued with personal protective clothing and equipment	
Health and Safety	Completed
Introduction to DHSO or H&S contact	
Received ACC Accredited Employer Card	
Informed of the Health and Safety Management Systems (incident and hazard reporting, investigations, vault portal, etc.)	
Provided with key information relating to critical risk groups and hazards	
Demonstrated the H&S web page for H&S systems and additional information	
Met with key H&S people in the department – Fire Wardens, First Aiders, associated H&S positions	
Informed of emergency procedures and responsibilities for emergency evacuation, location of evacuation assembly area	
Access and security requirements	
Informed of H&S training courses available	
Health and Safety – Laboratory (if applicable)	Completed
Introduction to Departmental Laboratory Manager and/or Sector Manager	
Received copy, or shown electronic access, to laboratory rules/instructions	
Alarms and sounders – what they mean in your area, fire, LEL, low oxygen, etc.	
Shown emergency equipment in laboratory (spill kit, drench shower, eye wash)	

Any specific plant and equipment in laboratory requiring training/competency identified and training arranged	
Informed of research being undertaken under HSNO Act approvals and with imported biological risk materials	
Health and Safety – Animal Welfare (if applicable)	Completed
Received training in animal welfare	
Received training in animal handling and laboratory animal allergies	
Referred to Occupational Health for laboratory animal allergen baseline assessment	
Health and Safety – Boating activities (if applicable)	Completed
Introduction to Departmental Boat Officer	
Received copy of Boating Code of Practice	
Arrangements made to process authorised boat operator	
Health and Safety – SCUBA Diving (if applicable)	Completed
Introduction to Departmental Dive Officer	
Received copy of Diving COP	
Arrangements made to progress authorisation to dive	
Health and Safety – Wellbeing	Completed
Introduction to Occupational health	
Taking a break, where to take time out, etc.	
Critical risk groups identified includes psychosocial hazards and occupational health	
Vaccination matrix reviewed and vaccination arranged if applicable	

Induction checklist completion

New member of staff

Signature:

Date:

Departmental H&S Officer

Signature:

Date:

Head of Department/Manager

Signature:

Date:

If there has been any part of the departmental induction process that you were unable to complete, please give your reasons here. Additionally, if there are any parts of the process you would like to comment on for quality purposes please state here.