

# Induction Safety



## Overview

Induction safety is the process of providing information to new and returning employees, contractors, volunteers and visitors to familiarise them with a new work or changed environment and associated emergency and safe work procedures.

The provision of adequate information, instruction and training in a structured and timely manner will ensure employees, contractors and visitors understand their health and safety obligations and that they are competent to perform tasks associated with their roles safely.

The school should induct all new employees, contractors, volunteers and visitors to ensure that they can perform their tasks safely and effectively.

The following information should be used as a basis when inducting people to your school (all induction records should be kept):

## New and returning employees

- Report to administration building/office
- Complete the new Staff Occupational Health and Safety Induction Checklist

## Volunteers and visitors to the school should

- Report to administration building/office
- Register in 'sign-in' book
- Be provided with a 'visitor' ID badge (to be worn at all times)
- Complete the Volunteer/Visitor Occupational Health and Safety Induction Checklist

## Contractors to the school should

- Report to administration building/office
- Register in 'sign-in' book
- Be provided with a 'visitor' ID badge (to be worn at all times)
- Complete the Contractor Occupational Health and Safety Induction Checklist

For further information, schools should refer to the Contractor Safety Management Guidelines.



## Resources

- *Employee OHS Induction Checklist*
- *Volunteer/Visitor OHS Induction Checklist*
- *Contractor OHS Induction Checklist*
- *A handbook for community service organisations – volunteer health and safety (WorkSafe)*

## Legislation

- *Occupational Health and Safety Act 2004 (Sections 21, 23)*