

OH&S Employee Induction Procedures

1. Preamble

- 1.1 Induction of new employees at the University of Western Sydney is of critical importance in assimilating them into the working team, in creating constructive work attitudes and safety awareness and in providing a basis for high performance standards.

2. Aim

- 2.1 All new and transferred employees (casual and permanent) are to receive a formal induction program that includes relevant health and safety components.
- 2.2 The OH&S Induction Program is conducted as soon as possible after commencing work.

3. Responsibilities

- 3.1 **The Direct Supervisor** of the new or transferred employee is responsible for:

- (i) Job specific safety induction training. The induction training should cover the specific hazards and risks inherent in the work and the particular strategies to be adopted so that the risk of injury is minimized.
- (ii) Ensuring that information on all safety aspects associated with the tasks required of the employee is provided.

- 3.2 **The Human Resources Officer** is responsible for:

- (i) Facilitating an initial program of employee induction and providing a copy of the UWS Occupational Health, Safety & Rehabilitation Staff and Student Induction Handbook.
- (ii) Liaising with the OHS&R Unit regarding the Unit's interface with the overall Employee Induction Program, and to obtain copies of the UWS Occupational Health, Safety & Rehabilitation Staff and Student Induction Handbook.
- (iii) Ensuring that a formal record of induction is placed on an employee's personal file.