

# Health and Safety Induction: For Office-based Workers

UNSW Canberra- HS006

## Identification

Worker's Name:	Position title:
Supervisor's name:	Position title:
Faculty/Division:	School/Unit:

The supervisor must explain the following to workers:

Tick if complete

**1. Demonstrate how to access the UNSW Health & Safety Policy and the [UNSW Environment Policy](#)**

**2. Provide worker with information on the Hazards & Risks involved in their job and working in an Office environment:**

a)

how worker how to access "Office Safety Toolkit" on the UNSW Health & Safety website

<

< Show worker where to find information on "Controls/Preventative Measures"

< Show worker where to find information on "Workstation Set up"

**3. Will the worker be involved in tasks/activities outside the normal office environment?**

**E.g. Attending a conference, field/research trips, travelling overseas.**

Yes/No

If YES, Supervisor needs to discuss with the worker what activities they will be involved in, the associated hazards & risks involved (see Risk Management forms in "Office Safety Toolkit" and what preventative measures need to be taken to reduce the risks identified.

a)

how worker where to find Risk Management forms for:



