

HEALTH SAFETY AND WELLBEING – LOCAL HSW INDUCTION/ORIENTATION

This form will ensure that the important information concerning HSW induction to this area has been covered. Additional information and training will be prioritised and progressively provided by your Manager/Supervisor to ensure your ongoing safety. **Please check off each item to verify your understanding as the following information is provided:**

PLEASE USE BLOCK LETTERS

School/Branch/ Area of Work	Elder Conservatorium of Music	Commencement date	
Surname		Given Name(s)	
Position/role		Name of Manager/Supervisor or other person conducting the induction	

All new staff are required to complete the HSW Web-based induction during the first 3 months of employment	
<input type="checkbox"/>	The Corporate University HSW induction information at HSW Web-based induction provides generic information on the HSW systems in place, HSW roles and responsibilities, how to report an incident/injury and other information regardless of the role and area of work.

Health, Safety and Wellbeing – Key Personnel	
<input type="checkbox"/>	Health, Safety and Wellbeing Team – point of contact Jacki Rushby 831 32982 (Tuesdays, Wednesdays and Thursdays)
<input type="checkbox"/>	School Health and Safety Contact person Tanya Hardy
<input type="checkbox"/>	First Aid Officers Schulz – Tanya Hardy Madley – Amanda Grigg Hartley – See staff in Schulz or Madley Elder Hall – Martin Victory
<input type="checkbox"/>	Location of First Aid Kits Schulz – Elder Conservatorium Music Office, Level 9 Madley – Amanda Griggs Office, Ground 08 Hartley – AMEB Office, Level 1 Elder Hall – Martin Victory's Office, Lower Ground 21 & Light Control Room, Ground 11
<input type="checkbox"/>	Chief Wardens & Floor Wardens Schulz Floor – Tanya Hardy, Seb Tomczak, Grayson Rotumah Madley Chief – Mark Ferguson Madley Floor – Amanda Grigg Elder Hall Chief & Floor – Martin Victory

Local Health and Safety Information	
<input type="checkbox"/>	The location of the Elder Conservatorium of Music's health and safety information, including nature and location of hazards, risk assessments, manual handling etc, and control measures in place (e.g. Noise Management Plan) – Available on our webpage at https://arts.adelaide.edu.au/music/study/student-support/room-bookings-hsw Link for Hazardous manual tasks Information Sheet (Manual Handling) available at https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/manual-handling-ergonomics-handbook-chapter
<input type="checkbox"/>	Additional instruction (Induction and/or Proficiency) or Training (Competencies/licences/qualifications) may also be required before a task is undertaken if a risk assessment for the activity has a residual risk of high or very high - Workers and Managers/Supervisors are to ensure that this instruction/training is scheduled, completed prior to undertaking the task and recorded where required in accordance with the provision of HSW information, instruction and training
<input type="checkbox"/>	The requirement to report a work related incident/injury as soon as possible and how to raise/report a HSW issue e.g. a hazard (potential risk of injury/illness) – Link to report a hazard/incident at https://unisafe.adelaide.edu.au/UniSafe or alternatively contact Tanya Hardy
<input type="checkbox"/>	How to set-up the workstation if required (e.g. includes equipment, ergonomic set-up) – Link for general information course for Ergonomics at https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/manual-handling-ergonomics-handbook-chapter
<input type="checkbox"/>	Specific requirements (i.e. a disability requiring additional assistance) – Please contact Tanya Hardy
<input type="checkbox"/>	Procedure for reporting bullying – HSW process for reporting available at https://www.adelaide.edu.au/hr/hsw/hsw-faqs/bullying-and-harassment-faqs

HSW Handbook	Provision of HSW Information, Instruction and Training	Effective Date:	5 July 2018	Version 1.0
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Emergency Management (Explain and/or conduct a site tour)	
<input type="checkbox"/>	The location of the Emergency Evacuation Posters & Emergency Colour Charts with a brief explanation of Code Blue etc. – In foyers
<input type="checkbox"/>	Procedure(s) on hearing an alarm e.g. Fire (single alarm or Beep.Beep.Whoop.Whoop) – Please see information sheets near emergency evacuation posters located in foyers
<input type="checkbox"/>	The location of the Emergency Exits: Schulz, Madley & Hartley – Any external door Elder Hall – Any external door including side doors (ground or upper levels)
<input type="checkbox"/>	The location of the Red Break-Glass alarms (i.e. how to raise the fire alarm when the alarm is not sounding) – In foyers
<input type="checkbox"/>	The location of the duress alarm(s) where applicable – Elder Conservatorium Office, level 9 Schulz Building
<input type="checkbox"/>	The location of the External Assembly Area(s): Schulz, Madley & Hartley – Follow instructions from the Emergency Floor Wardens Elder Hall – Goodman lawns in front of Elder Hall
<input type="checkbox"/>	Security arrangements for the building/area of work (e.g. swipe card access), working in isolation, after hours – If you are working after hours please call Security on 831 35990 if you require an escort when leaving or to obtain a personal duress alarm

HSW Roles	Name	Email	Phone
Director	Graeme Koehne	directorecm@adelaide.edu.au	8313 3713
Business Manager	Greta Larsen	greta.larsen@adelaide.edu.au	8313 3713
AMEB State Manager	Melisande Thompson	melisande.thompson@adelaide.edu.au	8313 8086
Schulz – Chief Fire Warden	Liam Kenna	liam.kenna@adelaide.edu.au	8313 4396
Madley – Chief Fire Warden	Mark Ferguson	mark.ferguson@adelaide.edu.au	8313 5138
Elder Hall – Chief Fire Warden	Martin Victory	martin.victory@adelaide.edu.au	8313 5925
Schulz Levels 4 & 5 – Floor Warden	Sebastian Tomczak	sebastian.tomczak@adelaide.edu.au	8313 3550
Schulz Level 6 – Floor Warden	Grayson Rotumah	grayson.rotumah@adelaide.edu.au	8313 5795
Schulz Levels 7 & 9 – Floor Warden	Tanya Hardy	tanya.hardy@adelaide.edu.au	8313 3681
Schulz Level 8 – Floor Wardens	Marlene Laass / Sue Asker-Warner	marlene.laass@adelaide.edu.au / sue.asker-warner@adelaide.edu.au	8313 9048 8313 4008
Schulz Level 11 – Floor Wardens	Matt Schapel / Kate Dean	matthew.schapel@adelaide.edu.au / kate.dean@adelaide.edu.au	8313 0352 8313 4241
Madley – Floor Warden	Amanda Grigg	amanda.grigg@adelaide.edu.au	8313 3666
Hartley Level 1 – Floor Warden	Charise Penrose	charise.penrose@adelaide.edu.au	8313 8088
Schulz – First Aid Officer	Tanya Hardy	tanya.hardy@adelaide.edu.au	8313 3681
Madley – First Aid Officer	Amanda Grigg	amanda.grigg@adelaide.edu.au	8313 3666
Elder Hall – First Aid Officer	Martin Victory	martin.victory@adelaide.edu.au	8313 5925

Name: _____ Signature: _____ Date: _____

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