**Staff OHS Induction Checklist**

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| **Discussion** | **Description** | **☑** |
| **OHS & Wellness Policy Governance Chart** | The OHS & Wellness Management System illustrates the policies and standing operating procedures that ensure the workplace is safe & healthy for staff. |  |
| **Types of Hazards** | I have understood the below-mentioned hazards:   * Physical hazards - Slips, trips and falls, entanglement, Noise, Vibration and etc. * Mechanical Hazards - Inappropriate machine guarding and machine malfunctions. * Chemical Hazard - Inhalation, contact or ingestion of chemicals * Biological Hazards - coming in contact with allergens and pathogens such as viruses, bacteria, fungi, protozoa, etc. * Ergonomic Hazards - improperly adjusted workstations, poor posture, manual handling, repetitive work and etc. * Psychological Hazards - the threat of physical violence, bullying or intimidation, etc.   ***The psychological hazard is typically addressed by HR in collaboration with the OHS Unit as per the HR governing policies***. |  |
| **Safe Work Operating Procedures  (SWOP)** | You are obligated under the USP OHS and Wellness Policy to ensure that workplaces, work equipment are maintained to comply with health and safety standards and work is carried out in a safe & competent manner. I have fully understood the USP OHS and Wellness Policy.  ***Please inform the immediate supervisor should you be unable to find the SWOP related to your work.*** |  |
| **SWOP- Workplace Evacuation** | I am familiar with my workplace Evacuation plan.   * Know your building evacuation plans, procedures and routes to emergency assembly areas for fire and tsunami. * Call emergency numbers as & when required. * Evacuate when the Fire alarm or Tsunami Siren is activated and follow emergency wardens to the emergency evacuation area.***Please remain in the emergency evacuation area until an ALL CLEAR is given to enter the building***   ***Should you be unable to locate your workplace evacuation plan, please inform your supervisor or inform the E&I helpdesk directly.***  I am able to identify the evacuation assembly area by locating the green signage around the campuses. The two types of evacuation areas:   * The yellow & red numbers indicate Fire evacuation assembly areas, * The blue is reserved for Tsunami evacuation assembly areas   ***Please seek further clarifications from your respective supervisors should you require further information.*** |  |
| **SWOP- Personal Protective Equipment (PPE)** | I am aware of the required appropriate PPE to do related to my work.  ***For example works, dust masks, protective eyewear, ear muffs, Protective clothing and footwear, gloves, harnesses, and etc.*** |  |
| **REPORTING Hazards/Incident/Near miss**  **(OHS Form A01)** | I have understood the reporting procedures for Reporting Hazards, Incidents and Near misses.  ***Please note: It is a legal requirement under the university policy that you are obligated to report all hazards, incidents, and Near misses, regardless of whether you are an involved person, or a by stander within 48h of the incident. You can find these forms on the USP OHS webpage or refer to the QR link towards the end of this presentation.*** |  |
| **Reporting incident/accidents**  **(Injury/Incident/Hazard Report Form)** | I have understood the reporting procedures for Reporting incidents/accidents.  ***Please note that injuries are to be reported within the 14 days of the incident, and incidents resulting in the loss of life should be reported immediately.*** |  |
| **First Aid** | I have understood of the required first aid kit and also the requirement to have at least, two trained first aiders in my workplace.  ***Please ensure that you are familiarized with the location of the First aid kit and first aiders of your respective offices.*** |  |
| **Emergency Wadens** | I have understood that both the emergency wardens and the chief fire wardens are identified wearing reflector vests. The red helmets can distinguish the chief fire warden. Heed, these emergency wardens, instructions in the event of an emergency evacuation or Drills. |  |
| **OHS Training** | The university of the south pacific encourages its staff to participate in the offered OHS training. Training is offered both internally and externally.   * Internal training includes the staff and contractor induction which are mandatory prior to commencement of any work. * External Training includes, For OHS and Wellness Committee members, the OHS Module 1 and 2. for all other nominated staff; Basic First Aid, Fire safety, hot works, Confined spaces and working at heights training is offered.   Training requirements:   * Staff works involve the daily interactions with customers. * Staff work in high-risk areas. * It is mandatory in accordance with their job descriptions. |  |
| **General Reminders** | I have understood the following general reminders:   * No Smoking policy; * No littering; * No cutting trees; * Coloured bins: Red-Plastic bottles & cans   Green- Paper  For any OHS related concerns regarding at my workplace it will be raised with the OHS and Wellness committees in your respective department, section or school. |  |
| **COVID 19** | * You are required to carry proof of vaccination on your person at all times, such as your COVID 19 vaccination card; * Before entering USP premises, you should have your temperature scanning done at the security gate; * Kindly provide your relevant details to security, or use the government-approved COVID 19 tracking app to check in & check out when entering & exiting USP premises; * Please refrain from entering the premises should you be exhibiting fever-like symptoms; * Adhere to the advisories from the Government. |  |
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| [**OHS Forms**](https://www.usp.ac.fj/estates-infrastructure/our-services/occupational-health-and-safety/ohs-forms/) | [**Contact Details**](https://www.usp.ac.fj/estates-infrastructure/contact/) | [**OHS Webpage**](https://www.usp.ac.fj/estates-infrastructure/our-services/occupational-health-and-safety/) | **Induction Video** |
| **Signed by:** | |  | |
| **Inductee**  Name: Please type Name here.  Date: Click or tap to enter a date.  Position Title: Please type position title  Staff identification number: Please type ID #  Section/Department: Please type Section/ Department. | | **Inductor**  Name: Please type Name here.  Date: Click or tap to enter a date.  Position Title: Please type position title.  Staff identification number: Please type ID #  Section/Department: Please type Name here. Please type Section/ Department. | |