

HSW Implementation Review – HDR Students

Use this form for: Student and Academic Supervisor reviewing the risk assessment for the student's research, ensuring scope is clear and training is provided

Student must bring to this meeting their '*HSW Overview – HDR Students*' induction form from their initial meeting with their Supervisor, and their '*HSW induction process for HDR students*' form.

Responsibility	Task
Student	<ul style="list-style-type: none"> <input type="checkbox"/> Provide feedback to supervisor on what training they will need based on 'High Risk Areas induction'. <input type="checkbox"/> Provides detailed RA on their project to supervisor.
Supervisor	<ul style="list-style-type: none"> <input type="checkbox"/> Review risk assessment – ensure it covers off all hazards, that the risk ratings are accurate, and that the control measures are appropriate. <input type="checkbox"/> Determine the best space to do the research, then liaise with its Area Supervisor to determine suitability of activity for the area. <input type="checkbox"/> Review the 'HSW Overview – HDR Students' form completed at the beginning of their project: <ul style="list-style-type: none"> <input type="checkbox"/> Verify with student that the training identified has been completed <input type="checkbox"/> Consider whether any additional training may be required (note that any training required for work in a Lab or Workshop will be advised by the Area Supervisor of that space)
Student	<ul style="list-style-type: none"> <input type="checkbox"/> Contact Area Supervisor to determine training requirements and arrange Local Area Induction

Once completed, this form stays with the student.

Declaration: I have read and understood the information on this form:

Name: _____ | ID Number: a _____ | Date: / /

Please show this signed form to your supervisor so they can verify this on your new starter induction program, then retain this form for future reference.