

HSW induction process for HDR students

Use this form for: Tracking the overall HSW induction progress of HDR students.

ECMS HSW Safety Management System

Name: _____ Date: ____ / ____ / ____ Inductee to retain this completed form as evidence of induction.

Visit <https://ecms.adelaide.edu.au/hsw/induction/> for details on how to complete each induction.

Induction Title	Delivered by	Content	Timing	Signed (inductor)	Date
Local orientation	School Admin team member	Local Emergency Procedures e.g. evacuation signage and information, first aid, etc. Toilets, kitchens, other facilities relevant to area	Day 1		
HSW Overview	Supervisor	Expectations, risk assessment, training needs analysis	Week 1		
University online HSW induction	Student	http://www.adelaide.edu.au/hr/hsw/training , then click on <i>University Corporate Staff Induction</i>	Week 1		
General HSW Induction - Workers	HSW Team / online	Overview of HSW processes within ECMS	Week 2		
High-risk HSW Induction (only for those who will work in labs)	HSW Team / online	High-Risk Safety Induction Hazard Management	Week 2		
HSW implementation review	Supervisor	1. Review of project Risk Assessment and any training required 2. Allocate resources, including lab space (if applicable) and liaise with relevant Area Supervisor	Once project scope is clears		
Local Area Induction for Labs / Workshops	Area Supervisor / Manager	Content developed by local Area Supervisors	Before entering area	n/a – recorded locally	

HSW Induction Process – HDR Students		Faculty of ECMS	Effective Date:	14 February, 2018	Version 1.3
Owner	ECMS HSW Team		Review Date:	3 November, 2018	Page 1 of 1

Warning: This document is uncontrolled when printed. The latest version is available from <http://ecms.adelaide.edu.au/hsw/induction/>