

HSW Overview – HDR Students

Use this form for: Student's Academic Supervisor is to explain the points on this form to the student

This form provides important information concerning Health, Safety & Wellbeing (HSW) within ECMS. Check off each item as you explain it to the student.

Section 1 – General HSW Information

GENERAL HSW INFORMATION	
<input type="checkbox"/>	As your supervisor, I expect you to follow all safety directions, and to work in a way that does not place you or others at risk. If you have safety concerns please bring them to me.
<input type="checkbox"/>	<p>Induction is required before many tasks:</p> <ul style="list-style-type: none"> You must complete the ECMS General HSW induction within the next two weeks. If you will be doing any lab work, you must also complete the ECMS High Risk HSW induction, as well as a local area induction when you get to the lab or workshop you will work in. You may not enter these areas without an induction. Do not let other people into restricted areas - they need approval from the Area Manager before entering.
<input type="checkbox"/>	<p>Risk Assessment:</p> <ul style="list-style-type: none"> You must complete a Risk Assessment before undertaking any work containing hazards - please see the <i>Risk Assessment Decision Tool</i> to help decide when a Risk Assessment is required. We will work together to complete a Risk Assessment on your project before the work can proceed which I need to approve before the work can go ahead. Risk Assessment templates and guidance can be found on the ECMS Intranet. Risk Assessment is an ongoing process. If your work changes, you must review the Risk Assessment to see if any additional hazards need to be included. If it changes, you must bring the updated Risk Assessment to me for approval.
<input type="checkbox"/>	Once the exact nature of your research has been finalised, you will need to provide a detailed Risk Assessment for us to review. If lab space is required we can decide which facility would be best, and that lab's Area Supervisor will need to approve it as being suitable for their area.
<input type="checkbox"/>	I expect you to keep me informed of any safety matters or concerns during our regular meetings – for example if the scope of work may change which may introduce additional hazards and an updated Risk Assessment.
<input type="checkbox"/>	The University offers confidential counselling if required. Students can contact the Counselling Service http://www.adelaide.edu.au/counselling/
<input type="checkbox"/>	Incorrect ergonomics at your desk can result in long-term injuries. Ergonomics information will be provided during the ECMS General HSW Induction, but contact the ECMS HSW Team if you have any ergonomics concerns.

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Section 2 - Training

What other hazards may the student encounter during their research for which they may require training? It is your responsibility to ensure the student receives adequate training for the work you will require them to do.

If the student will work in a Lab or Workshop, the Area Manager from that space will advise what training is required before work can commence. You should liaise with them before work will commence to ensure your student gets the right training.

TRAINING REQUIRED	
1. Work Types (tick all which apply)	2. Courses to complete
<input checked="" type="checkbox"/> Everyone	<input checked="" type="checkbox"/> The University of Adelaide online HSW induction <input checked="" type="checkbox"/> ECMS General HSW induction <input type="checkbox"/> Ergonomics (online)
<input type="checkbox"/> Lab or Workshop work	<input type="checkbox"/> ECMS High Risk HSW induction <input type="checkbox"/> Hazard Management (online) <input type="checkbox"/> Chemical Management (online)
<input type="checkbox"/> Field work	<input type="checkbox"/> First Aid <input type="checkbox"/> Motor vehicle licence <input type="checkbox"/> 4WD training
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

The ECMS Intranet explains how to complete each of the courses listed here.

Once completed, this form stays with the student. Student must bring this form to their *HSW Implementation Review* meeting with supervisor which takes place once project scope is defined.

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.