

INDUCTION PROCEDURE:FACILTY OF SCIENCE AND HEALTH

Section 1 - Purpose

- (1) In accordance with the CSU Health, Safety and Wellbeing Policy, the CSU Risk Management Policy and the Work Health and Safety Act 2011 No 1, the Faculty of Science and Health (FOSH) shall provide a safe and healthy environment for staff, students, visitors and contractors. Central to achieving this is that staff, students, visitors and contractors understand their duty of care responsibilities and the specialised risk associated with the FOSH Facilities. One mechanism for achieving this is by ensuring only authorised entry is permitted to the FOSH Facilities after completing an appropriate induction.

Scope

- (2) This policy applies to all staff, honours and HDR students, visitors and contractors entering the Faculty of Science and Health facilities

Section 2 – Policy

- (3) This procedure relates to Health, Safety and Wellbeing Policy and CSU Risk Management Policy, FoSH working after hours or alone procedure, FoSH Chemical Handling policy

Section 3 – Procedure

- (4) All individuals who work in FoSH facilities are required to complete a facility specific induction prior to commencement of work.
- (5) A relevant induction form should be completed and kept on record for all inducted individuals
- FoSH Facility induction form (for all CSU staff, honours and HDR students)
 - FoSH contractor induction form (for contractors who require access to FoSH facilities for maintenance, repairs or other relevant activities)
 - FoSH cleaners form (to be use for induction of cleaning staff only)
- (6) A register of all authorised individuals should be maintained for FoSH facilities (electronic version saved to s-Drive).
- (7) Inductions should be conducted as per the steps outlined in Table 1.

Table 1: Inductions steps

| COMPULSARY INDUCTION FOR Working in FOSH facilities: <ul style="list-style-type: none"> • Full time and part time staff (continuing and fixed-term) • Researchers, • Casual staff • HDR and research students • Excluding contractors, cleaners and visitors | | |
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| Steps | Actions | Person responsible |
| Workplace induction (Facility specific) | Arrange a workplace induction session for the FOSH Facility to complete the relevant FOSH Induction form including: <ul style="list-style-type: none"> • Emergency procedures for that work area • Location of emergency exits and assembly points • Required protective clothing and personal protective equipment (as per FOSH Facility risk ratings) • Location of first aid kit, contact details for First aid officers and First Aid Procedure (CSU website) • Chemical management (chemical registers, storage, labelling, SDS's and record keeping) • Maintaining manifests (e.g. fridge/freezers, biological, microorganism, chemical, equipment) • Waste management • Incident reporting | Facility Manager (or delegate) |
| Provide access (electronic or hard copy) to the most recent versions of the following: | <ul style="list-style-type: none"> • Local Facility Manual(s) • SDS's • Safe work Procedures (SWP) Folders and SWP register (electronic) • Risk Assessment Folder/s • Laboratory Checklists and Maintenance Records • Waste Disposal Streams | Facility Manager (or delegate) |
| Proficiency and skills assessment | <ul style="list-style-type: none"> • Determine levels of knowledge and skills of an individual and implement training where necessary | Line Manager/ Supervisor |

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| Online Induction Training | <p>For staff and research students working in FOSH facilities complete all mandatory online training modules</p> <p>Online training:</p> <p>Staff complete training via ELMO</p> <p>Students enrol @ https://www.csu.edu.au/current-students/studying/subject-enrolment/types-of-subjects/mandatory-training-modules</p> <ul style="list-style-type: none"> • Safe U @CSU/Your safety • Fire and emergency procedures • WHS risk management • Information security awareness • Chemical safety @CSU • Defence trade control acts (Facility managers and research staff/students) <p>Additional online training may be required including, but not limited to-</p> <ul style="list-style-type: none"> • Radiation General Induction • Biological Safety • Animal Care and Ethics • Human Research and Ethics • Research Integrity <p>Proof of completion- Students email evidence of completion (must achieve 80% or above in assessments) to Technical Area Facility Manager</p> | <p>Facility Manager, HR & Line Manager</p> |
| Record keeping | <ul style="list-style-type: none"> • Sign and file the completed Induction Form • File all training records • Add authorisation to relevant lists • Advise staff of new authorised persons • If an individual has not worked in a facility within a 12-month period, the individual should be re-inducted before commencement of work. • Inductions should be repeated every 5 years for continuing full-time, part-time, research and academic staff to ensure current facility operation and WHS knowledge is maintained. | <p>Facility Manager/ Line Manager/ Supervisor</p> |
| INDUCTION FOR CONTRACTORS: | | |
| General contractor induction | <p>Complete Department of Facilities Management Induction</p> <p>Complete FoSH Contractor Induction including</p> <ul style="list-style-type: none"> • Emergency procedures for that work area • Location of emergency exits and assembly points • Required protective clothing and personal protective equipment (as per FOSH Facility risk ratings) • Location of first aid kit, contact details for First aid officers and First Aid Procedure (CSU website) • Identification of hazards (chemical, biological and radiation) • Incident reporting • Waste management <p>Contractors only authorised to handle specific equipment or items within facilities that are being serviced/tested/installed</p> <p>Sign off on the FoSH Contractor Induction and keep records</p> <p>NOTE: contract staff who will be on site for and extended periods are required to complete the FoSH Induction</p> <p>Inductions should be completed annually.</p> | <p>Facility Manager (or delegate) and Department of Facilities Management</p> |

| INDUCTIONS FOR CLEANING STAFF | | |
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| General cleaner induction | <p>Complete FoSH Cleaner Induction including</p> <ul style="list-style-type: none"> • Emergency procedures for that work area • Location of emergency exits and assembly points • Required protective clothing and personal protective equipment (as per FOSH Facility risk ratings) • Location of first aid kit, contact details for First aid officers and First Aid Procedure (CSU website) • Identification of hazards (chemical, biological and radiation) • Incident reporting <p>Cleaners only authorised to empty general waste bins, clean floors and handwashing facilities. Cleaners are not authorised to clean laboratory benches, laboratory sinks or handle chemical, clinical or biological waste.</p> <p>Sign off on the FoSH Cleaner Induction and keep records</p> <p>Inductions should be completed annually.</p> | Facility Manager (or delegate) |
| INDUCTIONS FOR NON-UNIVERSITY ORGANISATIONS USERS OF FOSH FACILITIES | | |
| | <p>Complete induction as per Non-University Organisations Hire/Use of Charles Sturt University Faculty of Science & Health Facilities (Schedule 3) including</p> <ul style="list-style-type: none"> • Emergency procedures for that work area • Location of emergency exits and assembly points • Required protective clothing and personal protective equipment (as per FOSH Facility risk ratings) • Location of first aid kit, contact details for First aid officers and First Aid Procedure (CSU website) • Chemical management (chemical registers, storage, labelling, SDS's and record keeping) • Maintaining manifests (e.g. fridge/freezers, biological, microorganism, chemical, equipment) • Waste management • Incident reporting | Facility Manager (or delegate) |
| INDUCTION FOR VISITORS: | | |
| <p>The visitor induction process is outlined in the <i>Visitor Guidelines for FoSH Facilities</i>.</p> <p>The Facility Manager has the right to refuse entry to a visitor.</p> | | |

- (8) Completion of facility induction authorises inductee to access the facility; research and teaching activities are subject to completion and approval of appropriate risk assessment documentation (as per the Risk assessment procedure and Chemical handling policy).
- (9) Work that is to be completed after hours or alone must only take place in accordance with the FoSH Working After Hours or Alone procedure.

Failure to comply and disciplinary actions

- (10) Staff, students or researchers failing to follow this procedure will be subject to the University's CSU Code of Conduct
- (11) Actions to be taken for non-compliance by an individual not adhering to CSU policies/procedures relating to working in FoSH facilities:
- a. First non-compliance incident

- i. A non-compliance email will be sent to the individual (staff/student/visitor) by the Facility manager detailing the nature of the non-compliance. If individual is a student, a copy of the non-compliance email must be sent to the supervisor.
- ii. A copy of the relevant procedures should be attached to non-compliance email
- b. Second non-compliance incident
 - i. Second non-compliance email will be sent to the individual by the Facility manager detailing the nature of the non-compliance.
 - ii. Warning should be issued that if non-compliance continues that access to facility will be removed.
 - iii. The supervisor and Associate Head of School/Centre Director should be copied into second non-compliance email
- c. Third non-compliance incident
 - i. Third non-compliance email sent to individual, supervisor and Associate Head of School/Centre Director detailing advise of third non-compliance and the removal of after-hours access to facility

Section 4 - Guidelines

(12) N/A

Status and Details

| Effective Date | January 28 th . 2025. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Review Date | Jan 2028 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Approval Authority | This Procedure has been approved by the Faculty Executive Officer for Faculty of Science and Health: Peter Ryall | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unit Head | Faculty of Science and Health – Technical support unit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Author | <table border="1"> <thead> <tr> <th>Version number</th> <th>Date</th> <th>Short description of amendment</th> </tr> </thead> <tbody> <tr> <td>0.1</td> <td>28/08/09</td> <td>Consolidated lists and added visitor info</td> </tr> <tr> <td>0.2</td> <td>01/10/09</td> <td>Small changes per K Munn</td> </tr> <tr> <td>0.3</td> <td>26/10/09</td> <td>Changes per C Svenson</td> </tr> <tr> <td>0.4</td> <td>01/06/2011</td> <td>I Stuart</td> </tr> <tr> <td>0.5</td> <td>August 2011</td> <td>Amended K Kent</td> </tr> <tr> <td>0.6</td> <td>August 2011</td> <td>Amended L Hawkins</td> </tr> <tr> <td>1.0</td> <td>August 2011</td> <td>Initial Version</td> </tr> <tr> <td>1.1</td> <td>Jan 2025</td> <td>Amended J Newman</td> </tr> </tbody> </table> | Version number | Date | Short description of amendment | 0.1 | 28/08/09 | Consolidated lists and added visitor info | 0.2 | 01/10/09 | Small changes per K Munn | 0.3 | 26/10/09 | Changes per C Svenson | 0.4 | 01/06/2011 | I Stuart | 0.5 | August 2011 | Amended K Kent | 0.6 | August 2011 | Amended L Hawkins | 1.0 | August 2011 | Initial Version | 1.1 | Jan 2025 | Amended J Newman | | |
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