HS630	
HS Induction Form	UNSW AUSTRALIA
Visitors	

(Reference document: HS414 Visitors Guideline)

This form is to be completed by personnel supervising visitors as part of their Induction Process.

Identification

Visitor's name:	Visit purpose:
Visitor's emergency contact:	
Supervisor's name:	Position title:
School/Unit/Area:	

General requirements

The supervisor must explain the following:	(tick when completed)
Potential H&S hazards and risks associated with the visit	☐
The local emergency evacuation procedures and emergency personnel contacts	☐
The location of fire exits, fire extinguishers, evacuation assembly point and emergency procedures	☐
First Aid Officer's contact details and First Aid kit locations	☐
Location of welfare amenities such as tea rooms, rest rooms and toilets	☐
H&S signage and its meaning	☐
Any areas of restricted access	☐
How to report work related hazards, incidents, injuries and illnesses	☐
Relevant personal protective clothing and equipment requirements	☐
Any other rules, procedures or information relevant to the visit	☐

Specific requirements

Work by visitors must be covered by a risk management and/or Safe Working Procedure which considers the following where relevant:	
Hazardous chemicals, including transport, storage, use and waste disposal	☐
Biological materials, including micro-organisms, human and plant pathogens and infectious material	☐
Radiation substances and equipment, including licensing and LASER equipment	☐
Hazardous plant	☐
H&S training and competency requirements for the work	☐
Authorisation to work in areas or undertake activities considered High risk	☐

Signatures

Visitor's signature:
Supervisor's signature:
Date: