

**SUPERVISOR:** These actions should be completed during the first week or as soon as practicable after the employee/student commences. Ensure that the employee/student has completed each section of the safety induction. Please retain a copy of this signed checklist and provide a photocopy to the employee/student with the original to the GGP Operations Manager within two weeks of employee/student commencement date.

**EMPLOYEE / STUDENT:** You should sign the form where indicated when you are satisfied that the items have been completed

### UWA Online Safety Induction

Please read the Gingin Gravity Precinct site Induction document which can be accessed through UWA LMS at [www.lms.uwa.edu.au](http://www.lms.uwa.edu.au) using your usual login information.

Once you have access to the LMS, select the units tab and search for 'Gingin Gravity Precinct' in the organisation search box. Here you will see 'Gingin Gravity Precinct Site Induction' / 'Gingin Induction Quiz' / Gingin Site Induction Certificate. Read the induction, complete the quiz and print a certificate as proof of induction.

The Gingin Gravity Precinct site induction forms part of the three tier induction process for staff and students which consists of:

- The UWA Occupational Health and Safety Online Induction – <https://www.safety.uwa.edu.au/induction-and-training/new-uwa-s-and-h-lms-online-training-modules-and-performance-dashboard>
- The Gingin Gravity Precinct site induction which includes the online component plus an onsite component delivered by myself
- The laboratory specific induction - required before commencing any works in any specific laboratory (*i.e. AIGO or Zadko Observatory*)

Students will need to use the following url for the module: <https://lms.uwa.edu.au/ultra/institution-page> then paste into this url: [https://lms.uwa.edu.au/ultra/courses/\\_25325\\_1/cl/outline](https://lms.uwa.edu.au/ultra/courses/_25325_1/cl/outline) then self-enrol.

### Gingin Gravity Precinct General Site Induction - *Including Immediate Work Area Safety*

The Area Safety Supervisor or delegate has taken me through the Gingin Gravity Precinct General Safety Induction, covering the areas:

- Gingin Gravity Precinct Emergency Fire Plan
- Gingin Gravity Precinct Work, Health & Safety staff
- What to do in case of an emergency
- Laboratory / Observatory hazards
- Safety training and personal protective equipment (PPE)
- Local safety hazards and equipment and procedures to control risks
- Egress routes from my immediate work area in case of an emergency - *Building Evacuation*
- Position of nearest First Aid kit and identity of First Aid officers
- Correct use and care of personal protective equipment (PPE) - *where applicable*
- Working and driving in isolation
- Drinking water
- Environment; including natural habitat – Snakes, Ticks, Spiders, Kangaroo's & Emus
- Security
- Use of workshop
- How to go about or who may assist in obtaining any necessary training, certificates, permits, license's or other qualifications as required

Inductee name :	Inductee's signature :
Position :	
Supervisor :	Supervisors signature :
Date :	