

Visitor Induction Checklist

This form must be completed by the Visitor and the SCU Staff Supervisor.

Visitor Personal Details	
Visitor Name:	Date/s of Visit:
Visitor Business/School (if applicable):	
Visitor contact number and/or email:	
Purpose & Location/s of Visit:	
SCU Staff Supervisor Name:	Staff Faculty/Work Unit:

Induction Checklist	
<i>SCU Staff Supervisor must explain the following and provide direction regarding any locations</i>	<i>Tick / Initial</i>
Understand my responsibilities and duty of care under the current WHS legislation, including: WHS Act 2011 (NSW & QLD), WHS Regulation 2017 (NSW) and WHS Regulation 2011 (QLD)	
Understand & report any potential WHS hazards and risks associated with the visit	
Visitor must sign in upon arrival. Check In locations, include: Lismore Security Gatehouse Gold Coast Security Office NMSC Reception CHEC Student Hub	
Understand emergency evacuation procedures and identified nearest emergency exit and assembly point	
Understand who to contact if in need of first aid assistance (Security & First Aid Officers)	
Shown locations of welfare amenities such as tea rooms, rest rooms and toilets	
Any WHS signage identified and explained (i.e. laboratory, stage or restricted area signage)	
Any areas of restricted access identified and procedures on how to access explained	
All hazards, incidents & injuries must be reported to SCU Staff Supervisor who will complete an incident report on your behalf using Riskware software.	
Supplied the appropriate personal protective clothing and equipment by company or SCU Staff Supervisor.	
All other rules, procedures and information relevant to your visit have been explained by the SCU Staff Supervisor	

Additional Requirements
<p>Visitors to submit a Risk Assessment & Safe Working Procedure for work including: (underline what/if any apply to this visit)</p> <ul style="list-style-type: none"> Handling or use of hazardous chemicals / biological materials / radioactive substances or equipment Use of hazardous plant Work requiring WHS training or competency Performing work in a high-risk setting / performing high risk work

Signatures	
Visitor Signature:	SCU Staff Supervisor Signature:
Date:	Date: