

# Health, safety and wellbeing induction

## What is induction?

Health, safety and wellbeing (HSW) induction is mandatory across all Department of Education (the department) workplaces. It involves training or information sharing for all workers at the workplace to:

- familiarise staff and others with the workplace
- provide an introduction to the workplace's procedures and expectations
- reduce risk of injury through maintaining a healthy and safe workplace
- improve communication.

In any workplace, including departmental locations, there is a legal duty to provide information, instruction, training and supervision to ensure health and safety. An induction program at the commencement of employment is an important part of this process. Induction helps to inform people of safety issues at the site, and safe practices to follow, which helps reduce work-related injuries.

## How often should induction be provided?

General HSW inductions should be provided when a staff member commences at a new location and then refreshed annually for all staff. Continuing job specific training should be provided throughout employment.

## Who should receive induction?

All employees including casual, part-time and cleaning staff should receive an induction. New staff should be provided with the information as a priority. This is because these workers are more likely to be injured as they are unfamiliar with the hazards in their new work environment. It is important that training times are arranged for part-time and casual workers. These groups are often overlooked as they may not be available for general sessions. Volunteers, contractors and visitors should also receive information relevant to the area they will be accessing and the tasks they will be undertaking e.g. access to areas, evacuation alarms and assembly points.

## What should staff training include?

Generally, staff training should include:

- general induction training
- job-specific training e.g. manual handling, hazardous substances, plant, noise, ergonomics, etc.
- refresher training as needed.

## Where is information about HSW induction located?

- At the departmental level: the [DoE induction website](#)
- At the local level, your HSW contact is your principal, manager, health and safety advisor/representative
- At a regional level – the regional senior health and safety consultant.

## Who usually delivers the induction training?

While the principal/manager is responsible for ensuring that induction is provided, information may be delivered by another staff member, e.g. deputy principal or member of the health and safety committee. Some aspects of the induction could be delivered by administration staff: purchasing controls, incident recording and reporting, medication register, and procedures. External providers might provide further training for example:

- manual handling and back care
- chain saw competency training.

## What records of induction must be kept?

Up-to-date training records should be kept by the school for legal purposes and to identify training needs. Individual staff should keep personal records of the training they have received for their own reference. For some staff (e.g. some teacher aides) this will form part of their employment requirements.

## Further information

- [Creating healthier workplaces website](#)
- [DoE induction website](#)