

# School-based induction for schools officers

This fact sheet is for principals and school-based administration staff to facilitate the health and safety induction for schools officers. This program is designed to ensure that schools officers receive adequate information to perform their duties safely and effectively. This induction program will also provide some professional development opportunities for schools officers as they complete the elements of the induction program over a period of time. This induction information for schools officers should be delivered in conjunction with the [Health, Safety and Well Being Induction](#) used for the safety induction of all school staff.

## What is induction?

Induction is about making the responsibility of the schools officer towards the school, its staff, students and environment, explicit. An effective induction program is based on clearly defined work processes and organisational structures that assist the schools officers and the Department of Education (DoE) to meet their responsibilities. A school induction program for schools officers also highlights DoE requirements, relevant workplace health and safety legislation, and reflects the circumstances and expectations of your school. It should also provide sufficient information to enable schools officers to work safely and effectively with minimum direction/supervision. Suggested induction material is detailed in the attached checklist including:

- school administrative requirements
- general work conditions
- identifying training requirements
- the specific tasks of the job
- the plant, equipment and chemicals to be used
- general safety requirements
- sun safety and working in the heat
- looking after your wellbeing.

## Why do schools officers need a health and safety induction?

Schools officers need to be informed of the departmental and school requirements as well as the risks associated with work, and the hazards in school environments. They need to be made aware of the implications of their behaviour in all aspects of their work, and how they can fulfill their health and safety obligations. There is a legislative requirement that employers provide training for staff, including workplace induction. There is also an obligation that employees participate in training where provided.

## Who is responsible for delivering the induction program?

While the principal of the school is responsible for ensuring that all staff at the school complete an induction program when they are appointed or transferred to a new position, the information may be delivered by other suitable staff. This responsibility may be delegated to other officers at the school or even external providers based on working relationships with the new employees and their technical knowledge of relevant topics. External providers may be engaged to provide formal training or deliver specific skill competencies e.g. chain saw use. For more details on the department's induction policy and your responsibilities, refer to the procedure [Employee Professional Development Including Study and Research Assistance Scheme](#) (SARAS).

## What records of induction must be kept?

Records of all inductions must be kept by the school for legal purposes and to identify current and future training needs. Individual staff should keep personal records of the training they have received for their own reference. A checklist is attached to this document to assist with the record keeping requirement. When all elements on the checklist have been completed, the record is to be kept on the employee's personnel file at the school.

## Where can schools find information about induction for schools officers?

Further information about completing an induction program for a schools officer can be located at:

- [DoE Induction Schools Officers](#)
- [The 'Health and Safety for Schools Officers' Folder \(Green Folder\)](#)
- [The Creating Healthier Workplaces website](#).
- [Your Regional Health and Safety Consultant](#)

# Schools officer induction checklist

This checklist can be used to ensure that a relevant induction program is provided for the schools officer. The schools officer should tick and initial each section as it is completed. When complete, a copy of the checklist should be kept in the personnel file of the schools officer. You may add additional induction items to meet your operational needs.

To be completed within the first week	Yes	Initials	Date
Complete all employment paperwork <ul style="list-style-type: none"> <li>organise pay details, provide personal details, provide advice on qualification requirements.</li> </ul>	<input type="checkbox"/>		
Complete annual mandatory online induction <ul style="list-style-type: none"> <li>mandatory annual online induction program for schools officers</li> <li>code of conduct training, employment conditions, IT access</li> <li>schools officer induction PowerPoint resource.</li> </ul>	<input type="checkbox"/>		
Review relevant local school procedures and requirements, including: <ul style="list-style-type: none"> <li>emergency procedures including fire evacuation, lockdown and medical emergencies</li> <li>procedures for reporting hazards</li> <li>procedures for reporting incidents and injuries</li> <li>first aid arrangements and hygiene control/disinfection requirements</li> <li>housekeeping</li> <li>sun safety and managing heat stress</li> <li>purchasing procedures</li> <li>maintenance procedures and asbestos management</li> <li>security procedures.</li> </ul>	<input type="checkbox"/>		
Identify/meet relevant staff at the school <ul style="list-style-type: none"> <li>principal, deputy principal, business services manager, HODs, HSA, first aider, RRTWC</li> <li>complete the 'organisational health contacts for our school' sheet with the schools officer to retain in a handy location.</li> </ul>	<input type="checkbox"/>		
Familiarisation with the workplace accompanied by supervisor <ul style="list-style-type: none"> <li>areas of responsibility, shed and facilities, grounds, buildings, equipment, chemicals.</li> </ul>	<input type="checkbox"/>		
Review and discuss work program, expectations of the job and responsibilities <ul style="list-style-type: none"> <li>Review previous schools officer's program, your position description and specific duties.</li> </ul>	<input type="checkbox"/>		
Procedures and rules for performing high risk tasks, using specialist equipment and materials associated with work (refer to schools officer induction presentation) <ul style="list-style-type: none"> <li>safe operating procedures (SOPs) including personal protective equipment (PPE)</li> <li>equipment maintenance records</li> <li>chemical handling and management</li> <li>working at heights</li> <li>manual handling</li> <li>emergency cleaning and hygiene.</li> </ul>	<input type="checkbox"/>		
<b>Within the first month</b>			
Complete initial training in school emergency procedures	<input type="checkbox"/>		
<b>Within the first three months</b>			
Complete <a href="#">general construction induction training</a> (previously known as white card training) for schools officers who do not already have construction induction.	<input type="checkbox"/>		
Complete training for <a href="#">high risk equipment and machinery</a> e.g. chainsaws, welding (where necessary). See <a href="#">myskills</a> for course options and training providers.	<input type="checkbox"/>		
Complete training for safe use and handling of chemicals including departmental <a href="#">chemical management requirements</a>	<input type="checkbox"/>		
Induction completed by: _____ Signature: _____ Position: _____ Date: ____/____/____			

# Organisational health contacts for our school

*Creating safe and healthy working and learning environments for staff and students.*

## In my school

Workplace Health and Safety Advisor (HSA)	Name:
	Telephone:
Workplace Health and Safety Representative (WHSR)	Name:
	Telephone:
Rehabilitation and Return to Work Coordinator (RRTWC)	Name:
	Telephone:
First aid contact	Name:
	Telephone:
My supervisor	Name:
	Telephone:

## In my region

Senior Health and Safety consultant	Name:
	Telephone:
Senior Rehabilitation consultant	Name:
	Telephone:
Employee advisor	Name:
	Telephone:
Claims officer	Name:
	Telephone:

## On the web

- Visit the [Creating Healthier Workplaces website](#).

## Other important numbers

**Important** – don't forget to dial '0' to get an outside line if required.

Emergency services (all services)	000
State emergency services (for flood and storm assistance)	132 500
Poisons information centre	131 126