

**Health and Safety Local Area Induction Form  
BANK / POOL/AGENCY STAFF (Nurse/PSA/Ward  
Clerk)**



**Manager:** The Local Area Induction should be completed on the initial deployment of a casual staff or pool member to each individual unit. Tick off each topic as they are discussed, shown and or completed.

**Employee:** **Read Induction form carefully.** Actively participate in the Local Area Induction. **Unit specific Induction should be completed by a permanent staff member.** On completion of the Local Area Induction, declaration is to be signed.

**Generic Information (bank/agency staff member to read)**

**General Health and Safety:**

- All policies and procedures are found on Austin Health Intranet – ‘Workforce Health Safety & Wellness’
- “DeBug” to be utilized as first defence in hand hygiene. Found throughout all departments

**Emergency Information:**

- Internal Emergency Number is 7777
- In the event of an emergency the person in charge of the department will be the Area Warden and can be identified by a yellow hat. The Area Warden will take control in the event of an evacuation & will direct you to assembly points
- Emergency response code descriptors are posted in all departments

**Safe Work practices:**

- All incidents to be reported to person in charge and then recorded on Riskman (VHIMS). Staff member in charge can assist.
- All clinical policies are found on Austin Health Intranet - ePPIC

Emergency Information	
<b>Topic for discussion:</b>	✓ X
Emergency Exits and Assembly Points (incl. Internal exits)	
Fire Alarm /Break Glass Alarm (BGA) locations	
Safe Work Practices	
<b>Topic for discussion:</b>	✓ X
Location and correct use (if likely to utilise during shift) of Manual Handling Equipment	
Location and correct use (if likely to utilise during shift) of Personal Protective Clothing & Equipment	
Location and correct use (if likely to utilise during shift) of any ward specific Dangerous Goods & Hazardous Substances	
Other relevant information	
<b>Topic for discussion:</b>	✓ X
Staff introduction, including Area Warden	
Unit layout and amenities	
Unit specific cleaning procedures (applicable for PSA's)	
Specific hazards related to the unit	

**Worker Declaration**

**My signature below indicates that I have read this form and participated in local area induction for this unit**

Pool/Bank / Agency & designation: \_\_\_\_\_

Worker Name: \_\_\_\_\_

Worker Signature: \_\_\_\_\_

Department / Location: \_\_\_\_\_

Signature of person providing orientation: \_\_\_\_\_

Date: \_\_\_\_\_

This Checklist shall be retained in the department / area where induction is completed.