

Name		Position	
Group		Group Leader	
Supervisor		Date commenced	

Responsibilities, Communication & Key People	Yes/ NA
My OH&S responsibilities have been discussed with me and I agree to comply with their requirements.	
I am familiar with the Massey University health and safety policy	
I understand that I must undergo a local area induction with my immediate supervisor.	
I know who the Head of Institute is: Name:	
I know who the PA is for the head of Institute is: Name:	
I know who the Director of the Veterinary Teaching Hospital is: Name:	
I know who my Group Leader is: Name:	
I know who my supervisor is: Name:	
I know who the Institute Compliance Officer is: Name:	
In the event of an accident or incident I must submit an accident incident form to the Institute Compliance Officer.	
I know who the Institute buildings warden is: Name:	

Emergencies & First Aid	Yes/ NA
I have been made aware of the Institute Emergency Procedures and local building rules.	
I have been advised of the Institutes protocol on contacting Emergency Services	
SELF ANSWER QUESTION: My floor/area warden is: Name: Room #:	
I have been advised of the safety equipment location for my area.	
SELF ANSWER QUESTION: My nearest first aider is: Name: Room #:	
I have been advised where the staff assembly areas are in the event of a building evacuation.	
I have been made aware of the procedure in the event of a minor and major earthquake.	

Emergency Contact Information	
Name of Emergency Contact & Relationship:	
Address:	
Telephone: (include country code if outside New Zealand)	
Email address:	

General Well being	Yes/ NA
I have been advised of the MU policy on Musculoskeletal Discomfort (MSD)	
I have been advised, the MU guidelines for managing stress at work and managing fatigue.	
I have been advised that there is a Harassment Contact Person connected to IVABS	
Pregnancy: I understand that I might be at higher risk of exposure to certain conditions, chemicals, biological or radiation hazards if I am pregnant or trying to get pregnant, and that additional safety precautions may needed.	
OH&S Induction and Training	
I understand that I must complete a revision assessment of my OH&S knowledge for the Institute	
I have been made aware of the need for me to undertake a local working area induction and that it is my responsibility to ensure that a copy of the induction form is submitted to the Institute Compliance Officer	
I have been advised to the accident/incident reporting process and who to contact in respect of this process	
I have been advised of the working out of hours procedure and the location of the after hours register	

Compulsory Assessment (Return to Institute Compliance Officer)	Answer
How many evacuation assembly zones are there available to IVABS staff and students?	
If you are working after hours you must sign?	
How far in meters must you be from ANY institute building to smoke?	
Who do you return a completed accident/incident form to?	
Who is the building warden for IVABS?	
Can you use the lifts in the event of a fire?	
What is the extension number for campus security?	
Can you wear laboratory coats or coveralls in the staff common rooms on levels 1 & 3?	
What level is the recovery bay located?	
Can you take liquid nitrogen into the lift?	
The web site address for the MU health and safety site is: www.	

I can confirm that has been inducted into the primary area they will be carrying out their duties under the summer scholarship program and made aware of the major hazards associated with that area. (Please provide a copy of a local area induction sheet, if non available how was the information given?)

Inductee Signature		Date	
Supervisor Signature		Date	