

NEW EMPLOYEE SAFETY INDUCTION GUIDELINE

Introduction

The new employee safety induction will fulfill part of the statutory requirements stated in section 6, 2(c) of the Occupational Safety & Health Ordinance for provision of information, instruction, training and supervision to ensure, so far as reasonably practicable, the health and safety of employees at work. The safety induction program is intended to provide basic health and safety information for the new employee to follow and act when required.

After running the program for some years, the arrangement was reviewed and revised to streamline the arrangement and to make it more environmental friendly. For example, instead of using a separate checklist for each briefed staff member, the department can now use a single Log Sheet to record the induction for a number of staff. There is no need to send the records to HSEO for verification; nor is there a need for HSEO to send name lists of new employees obtained from HRO to departments. The monitoring would be internal and HSEO will regularly check on the compliance.

Scope of New Employees

The new employees included all full time, temporary and part time staff as long as they have the employer-employee relationship with the University. They include but not limited to all academic and administrative staff, technical and clerical staff, general grade staff. For example, PolyU employees may cover those bearing titles like Research Fellow; Research Associate; Research Assistant; Visiting Professor; Visiting Fellow; Visiting Associate; Visiting Lecturer; Student Helper; Student Assistant; etc.

Responsibilities

It is the responsibility of each Head of Department to ensure all new employees have been provided with the Safety Induction.

The Departmental Health and Safety Officer will assist the Head to ensure all new employees are fully aware of the Health and Safety Policy, as well as departmental health and safety arrangements, procedures and rules.

Arrangements

1. The Head of Department shall establish a mechanism to inform the DHSO of any new employee being employed.
2. DHSO shall arrange for the new employee to be briefed within **TWO** weeks after reporting duty in line with the HRO staff induction guideline.
3. The induction could be conducted on individual basis or in groups.
4. The induction could be conducted by DHSO or the supervisor of the new staff.
5. DHSO or the supervisor shall fill in the Safety Induction Log Sheet as record.
6. If Health & Safety training is required, the DHSO should ask the new employee to register with HSEO via e-mail to "horegister@inet.polyu.edu.hk".
7. If there is a need to conduct Display Screen Equipment assessment, DHSO/supervisor will send e-mail to "hosafety@inet.polyu.edu.hk" indicating the name of employee to be assessed with details like contact tel. no. and e-mail address.
8. For those part-time staff or temporary staff who have difficulty in attending face to face briefing, the department may issue a safety instruction sheet/guide to them for the purpose.
9. DHSO should keep the record (Log Sheet) of the induction.
10. The Head of Department shall make arrangement of the induction for the new employee when the DHSO is on long leave.

Monitoring

1. The safety arrangements and feedback from the briefing should be discussed by the Departmental Health, Safety and Environmental Committee.
2. HSEO will check the operation of the program and verify the log sheet in the planned inspection and safety management review process.
3. Feedback and findings on the implementation of the new employee safety induction by the departments should be reported to the PolyU Health, Safety and Environmental Committee.

Record Keeping

The New Employees Safety Induction Log Sheet (HSE Form 15E) should be used for record keeping of the induction process.

Information and Assistance

Supporting document and reference materials are enclosed in this guideline and HSEO homepage.

- **HSE Form 15E** New Employees Safety Induction Log Sheet
- New Employees Safety Induction User Guide
- New Employees Safety Induction List
- H & S awareness video, 10 minutes, in three languages (Cantonese, English and Putonghua) available on HSEO homepage.