Policy Statement

University of Dundee recognises the importance of ensuring that all new staff receive essential information for their health and safety at work as soon as possible after the commencement of their employment.

Arrangements

Deans and Directors are responsible for ensuring that all their new staff receive instruction and information on health and safety within a week of starting work, ideally on the first day. This task will normally be delegated to the new member of staff’s immediate line manager. Guidance on what should be covered is found below. A training record should be kept.

Human Resources will issue an Induction Pack to new staff along with their Contract that includes information on where to find the Staff Health and Safety Handbook.

Safety Services will enroll new staff onto on-line H&S induction training course and report on completion rates to Deans and Directors.

Guidance on Induction Health and Safety Training

When managers welcome new staff they should state that they take health and safety seriously, and any concerns that a staff member may have should be brought to their attention immediately. They should also detail:

• accident/incident reporting procedure, and the importance of reporting all incidents irrespective of their seriousness
• the names of the School/Directorate Safety Representative and Co-ordinators, and other safety personnel eg Radiation Protection Supervisor
• the name and contact details of First Aiders
• where to find the School/Directorate Safety Policy, and copies of risk assessments
• that they should read the Staff Health and Safety Handbook if they haven’t already done so
• location of safety notice board
• the names and contact details of Trade Union Safety Representatives
• contact details for Occupational Health Service (ext 85410)
• what the fire alarm sounds like, when it is tested, how to get out the building and where to assemble if fire alarm sounds, where the nearest call point is if they find a fire
• the number to dial in an emergency (eg 4141 or 2222) such as a fire
• the procedures for working out of hours
• the name of DSE workstation assessor, and the importance of taking regular breaks from working at a pc
• how to use, and where to store and clean any personal protective equipment
• talk through local rules eg good laboratory practice
• no electrical equipment should be brought into work
• electrical equipment should be switched off before going home, and visually checked for damage before use. Faulty equipment should be unplugged, clearly labeled faulty and sent for repair
• that slips, trips and falls are major cause of accidents so they should clean up spills immediately, keep their work area tidy, report faults such as broken tiles to E&B
• that injuries from lifting/carrying objects are very common, and that they should follow the guidance in the Staff Health and Safety Handbook
• information can be found at Safety Services web site (www.dundee.ac.uk/safety)