# Staff Induction Information Pack

## Department:

## Position:

Welcome to BDEDU. You’ll find everything you need to know in this Staff Induction Information Pack. Complete the checklist, work through the recommended online training, and then sign off your induction program with your supervisor.

## Incident and Hazard Reporting

Incidents, accidents and hazards are those situations or combinations of events that may lead, or have led, to personal injury or damage to property. This includes ‘near-miss’ events or anything that any staff member identifies as a potential problem. Management realise that only the incumbents truly understand the effect situations and environment have on their personal role and greatly respect and expect feedback in this area. Any incidents or hazards must be reported initially to your supervisor who will complete an Incident or Hazard Form on-line with you.

## Reporting Telephone Faults

Telephone faults must be reported to the Voice Communication Department, either on 176584 or by email to telephonefaults@vcd.it.bdedu.gov. Faults may include:

* Crackling on lines
* Phones unable to receive calls
* Phones unable to make calls
* Inability to access voice mail
* No dial tones
* Any problems with handsets including breakages

## Workstation Ergonomics

Injury through incorrect use of workstations is a common problem in office-based positions. Occupational Overuse Syndrome can be avoided through adherence to strict ergonomic guidelines. Please complete an Ergonomic Review form with your supervisor before commencing duty. Our policy is based on *Australian Standard AS 3590 - 1990 Screen based workstations, part 2 workstation furniture*. A useful website covering all workstation safety issues is located at <http://www.pc.ibm.com/ww/healthycomputing>.