

OFF-CAMPUS SAFETY MANAGEMENT : INDUCTION CHECKLIST

Activity		Date	
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This Induction checklist provides a prompt for the minimum information to be provided but can be further customised by your area if required. A system for induction is to be in place to meet the requirements of the HSW Handbook chapter [Provision of HSW information, instruction and training](#)

This information may be provided one-on-one, or as a group (e.g. lecture), on-line, email, brochure and/or website.

University Off-Campus Activity Supervisor or Co-ordinator has:

provided, where appropriate, a tour (or point out the key features) of the site/area which includes :
 location of facilities and amenities
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