



WHS Staff Relocation Checklist

This checklist is to be used by Managers/Supervisors responsible for relocating staff into a new area. Information can be disseminated either during a team meeting or via email

1. SECURITY AND ACCESS

Building access arrangements for business hours & after hours are outlined.

2. BUILDING ORIENTATION

Relocated staff are aware of the location of amenities e.g. toilets kitchen/lunch room, change rooms etc.

3. OFFICE

An ergonomic assessment of new workstations is completed. (Use the [Quick Guide to Setting up Your Workstation](#). Further assistance is available from the WHS unit call 4221 3931.)

4. EMERGENCY REQUIREMENTS

Staff are advised of

- The [Emergency Assembly Area](#)
- Emergency exits
- Local emergency information (this will include the building evacuation diagram and emergency contacts list)
- Location of fire extinguishers and break glass alarms
- Location of first aid kit and nearest Automated External Defibrillator (AED)

Staff are advised of, or introduced to their local:

- [First aider/s](#)
- [Building Warden/s](#)
- [Safe@Work Committee Representative](#)

5. DEPARTMENT HEALTH & SAFETY PROCEDURES

Staff are reminded how to use safety systems e.g. SafetyNet and ChemAlert

Local equipment/laboratory/workshop inductions are undertaken

Staff are made aware of any relevant local Safe Work Procedures/Guidelines