# Staff Induction Information

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Please create individual Staff Induction Information Packs including only the paragraphs that are relevant to the positions.

## 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
* 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>.

## Setting a Password

Passwords must be set before you commence using your workstation. They must be between 6 and 18 characters in length and consist of a mixture of alphabetic and numeric characters. Ideally they will use both upper and lowercase letters. When you type a password it will be rated between ***weak*** and ***strong*** in terms of security. Only passwords with a rating of strong will be accepted. An example of a strong password would be B6a8fg. A weak password would be 123456 or abcdef. Passwords must be reset every two months.