



HOST ORGANISATION HEALTH AND SAFETY CHECKLIST

Have this checklist completed prior to a visit by UTS staff or students to a host organisation for course related work or research. [Guidance notes on completing this checklist](#)

SECTION 1. DETAILS OF UTS SUPERVISOR

Name	
Faculty/Unit	
Telephone	
Email	

SECTION 2. DETAILS OF HOST ORGANISATION

Name of host organisation	
Address	
Telephone	
Email	
Summary of host organisations business	



TO BE COMPLETED BY THE HOST ORGANISATION

The organisation has an accredited Health and Safety Management System (AS/NZS 4801, OHSAS 18001, ISO 45001 or similar) and all workers are covered by insurance.	Yes	No
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IF NO, COMPLETE THE FOLLOWING:

HOST ORGANISATION HEALTH AND SAFETY COMPLIANCE CHECKLIST		
INDUCTION AND TRAINING		
All new employees and workers (including student interns) are provided with a safety induction and training in safe work practices appropriate to the activities to be undertaken.	Yes	No
EMERGENCY MANAGEMENT		
There is a formal emergency action plan which has been communicated to all workers as part of the induction process.	Yes	No
The organisation will maintain a register of emergency contact details for hosted UTS staff and students.	Yes	No
FIRST AID		
First aid facilities are available and provided to injured workers.	Yes	No
ACCIDENTS/INCIDENTS		
There is an accident/incident and hazard register maintained for the organisation which details remedial action taken.	Yes	No
WORK ENVIRONMENTS AND ACTIVITIES		
Health and safety risks associated with work practices are identified and controlled.	Yes	No
Regular inspections of work environments are conducted to identify and control health and safety hazards.	Yes	No
INSURANCE		
Workers at this workplace are covered by insurance.	Yes	No

HOST ORGANISATION DECLARATION

To the best of my knowledge, the above statements are true and correct.

Signed		Name	
Position Title		Date	