



Induction Checklist

Workers Name: Start Date:

Drivers Licence Number: Classes: Expiry:

High Risk Work Licence No: Classes: Expiry:

First aid expiry:

Introduction (explain to new workers ...)

- The industry, nature and structure of the business
- Roles of key people
- Job, tasks and responsibilities – all levels of staff

Job introduction

- Demonstrate to the worker how to do the job correctly and safely
- Provide required information, training and supervision
- Introduce the worker to the supervisor and other workers
- First aid processes and location of first aid supplies
- Explain and demonstrate emergency procedures
- Show locations of exits and emergency/fire equipment
- Show the work area, drinking water and eating facilities
- Show how to safely use, store and maintain tools, machinery, hazardous substances and personal protective equipment (PPE)
- Mobile phone rules

Employment conditions

- Work times and meal breaks
- Rates of pay and how payment is made
- Superannuation and other deductions
- Leave entitlements
- Notification of sick leave or absences

Health and safety

- Health and safety policy, safe work procedures (provide a copy)
- Roles and responsibilities of people in the workplace
- Hazards in the workplace, how they are controlled, and how to report them
- How to report health and safety issues (including forms)
- How workers are kept informed about and consulted on health and safety issues
- Workers compensation claims (including showing where forms are)
- Incident reporting
- Communication (e.g. when in remote location)
- Hygiene procedures and facilities

Conducted by

Signature

Date

Worker's name

Signature

Date

My signature confirms I understand the information provided to me during induction and I had the opportunity to ask clarifying questions which were appropriately answered.

Checklist authorised by:

Name: **Managing Director**

Signature: *Barry Kelly*

Date: **18 July 2020**

Review date: **18 July 2022**

