

### Workplace Induction Checklist

Worker name:		Date of commencement:	
Position:		Date of induction:	
Supervisor name:			
Name of person conducting the induction:			
<b>Please tick</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Welcome worker	<input type="checkbox"/>	<input type="checkbox"/>	
Introduce worker to management and supervisors	<input type="checkbox"/>	<input type="checkbox"/>	
Introduce worker to co-workers	<input type="checkbox"/>	<input type="checkbox"/>	
Work hours/meal breaks and overtime	<input type="checkbox"/>	<input type="checkbox"/>	
Explain work tasks and provide job description	<input type="checkbox"/>	<input type="checkbox"/>	
Tour of the workplace	<input type="checkbox"/>	<input type="checkbox"/>	
Location of toilets/amenities	<input type="checkbox"/>	<input type="checkbox"/>	
First aid kits and names of first aiders	<input type="checkbox"/>	<input type="checkbox"/>	
Manager's office/location	<input type="checkbox"/>	<input type="checkbox"/>	
Noticeboards & WHS information/signs	<input type="checkbox"/>	<input type="checkbox"/>	
Exit points and evacuation instructions	<input type="checkbox"/>	<input type="checkbox"/>	
Location of nearest WHS manual & safe work procedures	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Explain WHS/OHS management and procedures</b>			
WHS policy	<input type="checkbox"/>	<input type="checkbox"/>	
WHS responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	
Consultation mechanism and issue resolution	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard & injury reporting procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Workers compensation claims procedure (where relevant)	<input type="checkbox"/>	<input type="checkbox"/>	
Return to work program (where relevant)	<input type="checkbox"/>	<input type="checkbox"/>	

Hazardous substance procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Protective Equipment [PPE] — location & storage	<input type="checkbox"/>	<input type="checkbox"/>	
Training program	<input type="checkbox"/>	<input type="checkbox"/>	
Evacuation procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Manual handling procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Training and competency needs assessment conducted based on WHS risks in specific job tasks:	<input type="checkbox"/>	<input type="checkbox"/>	
Additional training required;	<input type="checkbox"/>	<input type="checkbox"/>	
List:			
Traffic Management (safety working around forklifts & other vehicles)	<input type="checkbox"/>	<input type="checkbox"/>	
Safe working at heights	<input type="checkbox"/>	<input type="checkbox"/>	
Signed — Trainer		Signature: worker	
Date		Date	