

(Name of Organization)

Induction Checklist

Employee's name:

Employments start date:

Position/job

Manager/supervisor:

Department/Section:

Induction Acknowledgment

Conducted by (Name): Date:

Signature: Date:

Position/Job: Worker's Signature:

Notes:

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Induction review date: Review comments:

Conducted by (Name): Date:

Signature: Date:

Position/Job: Worker's Signature:

Notes:

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Explain your business:

- The structure
- The type of work

List and introduce your key people and their roles:

- Manager/owner
- Supervisor(s)
- Co-workers
- Health and safety representative(s)
- Fire/emergency warden(s)

Explain their employment conditions:

- Name of award or agreement (if relevant) and award conditions
- Job description and responsibilities
- Leave entitlements
- Notification of sick leave or absences
- Out of hours enquiries and emergency procedures
- Time recording procedures
- Work times and meal breaks

Explain their pay:

- Pay arrangements
- Rates of pay and allowances
- Superannuation
- Taxation and any other deductions (including completing the required forms)
- Union membership and award conditions.

Explain your security:

- Cash
- For each worker and for their personal belongings

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Explain your work health and safety administration:

- Consultative and communication processes, including employee health and safety representatives
- Hazard reporting, including where to find forms
- Incident /accident reporting procedures, including where to find reporting forms
- Hazards of work
- Policy and procedures
- Roles and responsibilities
- Employee assistance program (EAP)
- Workers compensation claims

Show your work health and safety environment:

- Emergency plan, procedures, exits and fire extinguishers
- First aid facilities such as the first aid kit and room
- Information on workplace hazards and controls

Show your work environment:

- Car parking
- Eating facilities
- Locker and change rooms
- Phone calls and message collecting system
- Washing and toilet facilities
- Work station, tools, machinery and equipment used for job
- Procedures for the workplace buildings

Explain your training:

- First aid, fire safety and emergency procedures training
- Hazard-specific training (for example, manual handling of hazardous substances)
- On the job training in safe work procedures
- Job-specific training (for example, if a license or permit is required)

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Conduct a follow-up review:

- Review work practices and procedures with the worker
- Ask and answer questions
- Repeat any training required or provide additional training if needed

Comments/follow up action

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