



Induction checklist

Worker's name

Position / job title

Business name

Employment start date

Supervisor / manager

Introduction (explain to new workers ...)

- ☐ The industry, nature and structure of your business
- ☐ Roles of key people in your business
- ☐ Job, tasks and responsibilities

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
- ☐ Introduce the first aid officer and show 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)
- ☐ Show where to make phone calls and collect messages

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



Induction checklist

Health and safety

- ☐ Health and safety policy, safe work procedures (provide a copy)
- ☐ Roles and responsibilities of people in the workplace (eg Health and Safety Representatives)
- ☐ 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 (eg when in remote location)

Health and safety

- ☐ Quality procedures
- ☐ Security issues
- ☐ Hygiene procedures and facilities

Conducted by _____ Signature _____ Date _____

Worker's name _____ Signature _____ Date _____