

Example of a Induction Checklist

Induction Checklist

Induction Checklist

PCBU Name: _____
 Worker's name: _____
 Employment start date: _____
 Position/job: _____
 Manager/supervisor: _____
 Department/Section: _____

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 employment conditions:

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 work health and safety administration:

Consultative and communication processes, including employee health and safety representatives (HSR) 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

Explain your security:

Cash For each worker and for their personal belongings

Induction Checklist

Show your work health and safety environment:

Safe work procedures (SWPs) list:

- 1
- 2
- 3
- 4
- 5

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, hazardous substances)

On the job training in safe work procedures Job-specific training (for example, if a licence or permit is required)

Conduct a follow-up review:

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

Ask and answer questions

Comments/follow up action:

Induction Acknowledgement

Conducted by (Name): Date:

Position/Job: Signature:

Worker Signature: Review date:

Review conducted by (Name): Date:

Position/Job: Signature:

Worker Signature: