

OHS Induction Checklist

Occupational Health and Safety (OHS) inductions are to be provided to new employees within the first week of employment.

Personal Details	
Employee name:	Date: / /
School / Workplace:	Job title:

General OHS Induction (tick when employee has been shown physical location(s) and/or has been provided hardcopy/softcopy example)	✓
The Department's OHS Policy	
The Department's OHS Consultation and Communication Policy	
OHS Issue Resolution Flowchart	
The names of the Health and Safety Representative and Management OHS Nominee (if applicable)	
Hazard, incident and near miss reporting procedures (EduSafe)	
Information on employee support services and contact numbers (e.g. Employee Assistance Program and Conflict Resolution Support Service).	
First Aid Procedures	
Introduction to First Aid Officer(s)	
Location of First Aid Room/kits	
Emergency Procedures	
Introduction to Return to Work Co-ordinator	
Location of amenities	

OHS Training Requirements (tick when completed)	✓
Identification and allocation of time to complete health and safety training: <ul style="list-style-type: none"> Mandatory OHS Training allocated via OHS eLearning Modules – to be completed within the first 3 months of employment. 	

Job Specific Induction (tick when completed)	✓
Task specific Safe Work Procedures (SWP) have been provided and explained	
Awareness of potential hazards in the immediate working environment (e.g. manual handling or chemicals)	

Signatures
Employee – I have completed all identified training and understood the OHS induction applicable to my appointment. Signature _____ Date / /
Workplace Manager and/or Management OHS Nominee - I certify the above mentioned employee has completed an OHS induction and relevant training. Signature _____ of Supervisor _____ Date: / / Name _____ Position _____