

# WORKPLACE INDUCTION CHECKLIST

This checklist provides examples of what could be covered in workplace induction for workers.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Worker's name:
Position/ job title:
Employment start date:
Supervisor/ Manager:

## Introduction( explain to new workers about...)

The industry, nature and structure of your business	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Roles of key people in your business	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Job, tasks and responsibilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Job Introduction

Demonstrate to the worker how to do the job safely	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provide required information and supervision	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Introduce other workers and the supervisor	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Introduce the first aid officer and show location of first aid supplies	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Explain and demonstrate emergency procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Show location of exits and equipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Show the work area, toilet, drinking water & eating facilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Show how to safely use, store and maintain tools, machinery and hazardous substances.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Show where to make phone calls and collect messages	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Employment Conditions (explain to your new worker about...)

Work times and meal breaks	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Rates of pay and how payment is made	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Superannuation and other deductions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Leave entitlements	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notification of sick leave or absences	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## SUITABILITY OF WORKSITE FOR STILT USE – SUPERVISOR CHECKLIST

### Health and Safety (explain to your new worker about...)

Health and safety policy and safe work procedures (provide a copy)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Roles and responsibilities of people in the workplace eg. Health and safety representatives	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hazards in the workplace and how they are controlled	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How to report health and safety issues (including forms)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How they will be kept informed about health and safety issues	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Workers compensation claims (including showing where forms are)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Other Requirements (explain and show your new worker about...)

Quality procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Security issues	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hygiene procedures and facilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Conducted by

Name:

Signature:

Date:

Worker's Signature:

Date: