



Induction checklist for <business name>

Worker's name:	Position:
Supervisor's name:	Start date:
Subjects	Workers Initials
1. Explain health and safety laws: <ul style="list-style-type: none"> <input type="checkbox"/> PCBU has a legal duty of care for workers, contractors and visitors <input type="checkbox"/> Workers have a legal duty of care for self, fellow workers and visitors <input type="checkbox"/> PCBU expects workers to behave in a safe manner and not to put themselves or others at risk (no fooling around!) <input type="checkbox"/> <i>Add other relevant points</i> 	
2. How to report an incident, injury or hazard: <ul style="list-style-type: none"> <input type="checkbox"/> If you are injured no matter how minor, report it immediately to your supervisor <input type="checkbox"/> If you see something unsafe, report it to your supervisor <input type="checkbox"/> The first aid kit and incident record forms are located at <location> <input type="checkbox"/> What to do if a fire breaks out or there is an emergency and emergency evacuation plan <input type="checkbox"/> <i>Add other relevant information for your workplace</i> 	
3. Take new worker for a workplace tour to show them: <ul style="list-style-type: none"> <input type="checkbox"/> Toilets, sinks, showers <input type="checkbox"/> Fire extinguishers, fire hoses and fire blankets <input type="checkbox"/> Emergency plan, workplace exits, fire exits and any alarm processes <input type="checkbox"/> Assembly point (where to go if evacuating the work area) <input type="checkbox"/> Drinking water <input type="checkbox"/> First aid kit location <input type="checkbox"/> Workplace hazard signs and what they mean <input type="checkbox"/> Electrical switchboard locations <input type="checkbox"/> Dangerous areas in the workplace (e.g. slip, trip and falls) <input type="checkbox"/> Areas where workers can / cannot smoke <input type="checkbox"/> Introduce to co-workers <input type="checkbox"/> <i>Add other points relevant to your workplace</i> 	
4. How to control manual task risks: <ul style="list-style-type: none"> <input type="checkbox"/> Explain the procedure for identifying and reporting hazardous manual tasks <input type="checkbox"/> Explain how to recognise the symptoms which may indicate a sprain or strain, and note the need to report symptoms early <input type="checkbox"/> Show workers the mechanical aids at the workplace (e.g. forklifts, pallet jacks and trolleys) <input type="checkbox"/> Train workers in safe work procedures, including the use of machinery, tools, equipment and work techniques <input type="checkbox"/> Have workers demonstrate the safe work procedure to do the manual tasks involved in their job <input type="checkbox"/> <i>Add other points relevant to your workplace</i> 	
5. How to deal with hazardous chemicals: <ul style="list-style-type: none"> <input type="checkbox"/> Show worker where hazardous chemicals are stored <input type="checkbox"/> Explain any important handling and storage details about the chemical <input type="checkbox"/> Show worker where the SDS (safety data sheet) register is kept <input type="checkbox"/> Show worker where the SDS are kept and explain the information in the SDS <input type="checkbox"/> Explain any precautions for use and emergency procedures (e.g. location of eye wash stations) 	
6. How plant and equipment can be dangerous: <ul style="list-style-type: none"> ▪ List all plant and equipment that could present a hazard (e.g. tractors, quad bikes, electrical equipment; ladders; hoists and compressors) 	

<p>.....</p> <p>.....</p> <p>Show and explain:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Risks and hazards with each piece of plant <input type="checkbox"/> Guards <input type="checkbox"/> 'Danger' and 'Out of Service' tags <input type="checkbox"/> 'Lock out' procedures <input type="checkbox"/> Emergency stops <input type="checkbox"/> What to do if the equipment requires repairs <input type="checkbox"/> Inspection and maintenance processes and schedules <input type="checkbox"/> Anything else you must not do 	
<p>7. Show SWP (safe work procedures) for your workplace:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show procedures <input type="checkbox"/> Indicate who the supervisor is for any problems for a work task <input type="checkbox"/> Explain process for failing to comply with safety and site instructions <input type="checkbox"/> Explain the risk assessment process and indicate current controls 	
<p>8. Provide PPE (personal protective equipment) and show workers how to use it:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Issue worker with PPE and/or show where it is stored (PPE is for personal use and not to be shared) <input type="checkbox"/> Explain when PPE must be worn (stress importance!) <input type="checkbox"/> Show worker how to fit and use PPE correctly <input type="checkbox"/> Show worker how to clean and maintain PPE <input type="checkbox"/> Show worker how to store PPE when not in use <input type="checkbox"/> Explain what to do if PPE is damaged i.e. PPE replacement policy <input type="checkbox"/> Demonstrate use of PPE <input type="checkbox"/> Get the worker to demonstrate the use of PPE <input type="checkbox"/> Get the worker to tell you when they will need to wear their PPE <input type="checkbox"/> <i>Add other as required</i> 	
<p>9. Workplace Bullying and Harassment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain workplace bullying and harassment definitions <input type="checkbox"/> Advise of Workplace bullying and Harassment Policy 	
<p>10. Remote Work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain definitions of remote work <input type="checkbox"/> Advise of available communication equipment <input type="checkbox"/> Training in use of available communication equipment 	
<p>11. Consultation process:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduce the worker to safety personnel (e.g. Health and safety representative and first aid staff) <input type="checkbox"/> Indicate the times of staff meetings/toolbox talks where safety issues can be raised <input type="checkbox"/> Show process for reporting hazards <input type="checkbox"/> Explain purpose of 'toolbox talks' and when they will be held <input type="checkbox"/> Workplace bullying will not be tolerated. Explain the policy and procedures. <input type="checkbox"/> <i>Add other as required</i> 	
<p>12 Workers compensation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain workers compensation insurance <input type="checkbox"/> Return to work policies and procedures 	
<p>Induction sign off</p>	
<p>Worker's signature:</p>	<p>Date:</p>
<p>Supervisor's signature:</p>	<p>Date:</p>