

WHS induction checklist

Name of person being inducted: _____

Induction date: _____

Position/job: _____

Manager/supervisor: _____

Department/section/site: _____

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 your 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 your work health and safety administration:

- Consultative and communication processes, including employee health and safety representatives
- 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

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

You can include other business requirements when inducting your workers.