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.