WHS induction checklist

Employer’s name

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.