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.