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.