

# WORKPLACE INDUCTION CHECKLIST



SEQUENCE OF TASKS			
Worker Name:	Date of Commencement:    /    /		
Position:	Date of Induction:            /    /		
Supervisor Name:	Person conducting the Induction:		
PLEASE TICK	YES	NO	COMMENTS
Welcome the new worker	<input type="checkbox"/>	<input type="checkbox"/>	
Introduce worker to management and supervisors	<input type="checkbox"/>	<input type="checkbox"/>	
Introduce worker to co-workers	<input type="checkbox"/>	<input type="checkbox"/>	
Explain work hours/meal breaks and overtime	<input type="checkbox"/>	<input type="checkbox"/>	
Conduct a tour around the workplace	<input type="checkbox"/>	<input type="checkbox"/>	
Advise the location of the amenities	<input type="checkbox"/>	<input type="checkbox"/>	
First aid kits and first aid officers	<input type="checkbox"/>	<input type="checkbox"/>	
Manager's office location	<input type="checkbox"/>	<input type="checkbox"/>	
Induction Handbook/HR Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	
Noticeboards and WHS information / signs	<input type="checkbox"/>	<input type="checkbox"/>	
Exit points and evacuation instructions	<input type="checkbox"/>	<input type="checkbox"/>	
EXPLAIN WHS/OHS MANAGEMENT AND PROCEDURES			
WHS Policy	<input type="checkbox"/>	<input type="checkbox"/>	
WHS Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	
Consultation mechanism and resolution process	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard and Incident reporting procedure	<input type="checkbox"/>	<input type="checkbox"/>	
PPE/Hazardous substance policies if applicable	<input type="checkbox"/>	<input type="checkbox"/>	
Storage	<input type="checkbox"/>	<input type="checkbox"/>	
Training program	<input type="checkbox"/>	<input type="checkbox"/>	

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## EXPLAIN WHS/OHS MANAGEMENT AND PROCEDURES

Evacuation procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Manual handling procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Training and competency needs assessment conducted based on WHS risks in specific job tasks:	<input type="checkbox"/>	<input type="checkbox"/>	
Additional training required eg:	<input type="checkbox"/>	<input type="checkbox"/>	
Training at Heights	<input type="checkbox"/>	<input type="checkbox"/>	
Forklift/Traffic Management	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	
Exit points and evacuation instructions	<input type="checkbox"/>	<input type="checkbox"/>	
Signed by Trainer:		Signed by Worker:	
Date: / /		Date: / /	

We hope you've found this checklist helpful.  
If you need help to tailor your own checklist...

*Get some help from*

*The HR Girls!*

