

WORKER HEALTH & SAFETY INDUCTION CHECKLIST



General Information

All workers (employees & regular contractors) should receive an induction prior to commencing work. If this is not practical however, they should complete the visitor induction process & be signed in as a visitor & accompanied by another worker that has already been inducted.

Company Name:

Worker's Name:

Name of Person Conducting Induction:

Discuss the following hazard control measures with the new worker:

1. Company Health & Safety Policy & Procedure:

Prior to any health & safety induction, ensure the worker has read & understood the company Health & Safety Policy & Procedures document.

☐ Completed

2. Workplace Amenities:

Show location of toilets, wash areas, lunch rooms etc.

☐ Completed

3. Workplace Emergency Procedures & Emergency Equipment:

Discuss the workplace emergency procedures & show the location of fire extinguishers, first aid kit & qualified first aid person, exits, assembly areas etc.

☐ Completed

4. Significant Workplace Hazards:

Using the Hazard Cards, review any significant workplace hazards that may affect workers & visitors.

☐ Completed

5. Equipment/Appliances:

Using the Hazard Cards, explain/show the worker any equipment/appliances which have the potential to pose risk to them eg. photocopier, kitchen appliances, cutting equipment etc.

☐ Completed

6. Accident/Incident (Event) Reporting & Investigation Procedures:

Explain the process for reporting & recording accidents & near miss incidents no matter how minor.

☐ Completed

7. Safety Reps & Meetings:

Explain who the current Safety Representative is & when & where safety meetings will be held.

☐ Completed ☐ N/A

8. Workplace Visitor Protocol:

Explain procedures for workplace visitors.

☐ Completed

9. Restricted Equipment/Areas:

If applicable, explain/show worker any areas they cannot enter. Identify any specific machinery that is dangerous & explain that they are not to touch/operate unless fully trained or being supervised by someone that is.

☐ Completed

10. Vehicle Use:

If applicable, view and take a copy of the worker's drivers licence, ensuring that it is full & current. Complete a vehicle induction, explaining the Vehicle Checklist & when it needs to be completed. Specifically go through the Vehicle Hazard Card and explain the Company's Vehicle Policy.

☐ Completed ☐ N/A

11. Other Workplace Safety Procedures:

Using the Hazard Cards, explain workplace rules & any other relevant safety requirements.

☐ Completed

Sign Off:

Copy this form & have the inductee sign it to acknowledge their completed induction:

Workers Name:

Workers Signature:

Name of Person Conducting Induction:

Signature:

Date Induction Completed: