

Induction Checklist

Name of person being inducted			
The inductee is a:		Worker / Volunteer	Contractor
Date of induction:	/ /	Person providing induction	

How well does the inductee understand English?	1. In spoken form:	well understood	may require assistance
	2. In written form:	well understood	may require assistance

#	Item	✓	Comments
1	Introduce inductee to relevant co-workers		

#	Tour of workplace / area:	✓	Comments
2	Toilets / amenities		
	First aid kits / first aiders		
	Exit points and evacuation procedure		

#	Mandatory reporting requirements for:	✓	Comments
3	Hazards		
	Incidents (Injuries and Near Misses)		

#	Requirement to abide by:	✓	Comments
4	OHS policies and procedures		
	Job Safety Analysis / Safe Work Procedures		
	Mandatory training requirements		

Every effort has been made to identify hazards present at the workplace and to eliminate or control the risk of hazards. Some hazards that may be encountered include:

Hazard	Control mechanisms
Slips, trips and falls	Good housekeeping Appropriate footwear / slip resistant sole Wet Floor signs Appropriate positioning of leads and equipment
Manual Handling	Design out manual handling issues Use of mechanical lifting devices Training Safe lifting techniques
Vehicle and pedestrian shared zone	Awareness and education Barricades and isolation Signage Speed restrictions and traffic flow
Working with electrical equipment	Isolate the electricity supply before cleaning / maintenance Assessment of electrical integrity during workplace inspections
Other	Reporting processes

I agree to notify Quakers NSW of any Incidents (Injuries and Near Misses) and any Hazards that I am involved in on the day that they occur.

Inductee Signature: _____

Date: / /