



Workplace induction checklist

Employee details

Employee name:	
Employee position:	
Employee's start date:	
Supervisor's name:	

Explain your company:

- the structure
- the type of work

Introduce your key people and their roles:

- manager/owner
- supervisor
- co-workers
- health and safety representative (if applicable)

Explain their employment conditions:

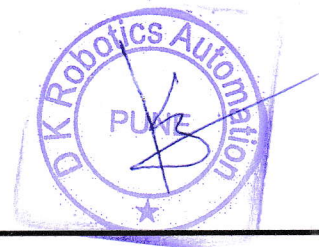
- job description and responsibilities
- leave entitlements
- notification of sick leave or absences
- out-of-hours enquiries and emergency procedures
- time recording procedures
- work times and meal breaks

Explain their pay:

- name of award or agreement (if relevant) and award conditions
- pay arrangements
- rates of pay and allowances
- superannuation
- taxation and any other deductions (including completing the required forms)
- union membership

Show your work environment:

- phone calls and message collecting system
- wash and toilet facilities
- workstation, tools, machinery and equipment used for job



Explain your workplace health and safety administration:

- roles and responsibilities, including:
 - employer duty of care
 - workplace commitment to safety
- incident reporting procedures, including:
 - necessity of reporting hazards, near misses and incidents
 - where to find reporting forms
 - reporting broken or damaged equipment
- workers compensation claims process and rehabilitation, including:
 - reporting injuries
 - obtaining work capacity certificate
 - suitable duties program
 - support and communication with employer throughout process

Explain your policies and procedures on:

- alcohol and other drugs
- performance, counselling and discipline
- Workplace health and safety

Tick all that apply and list others below:

[Click or tap here to enter text.](#)

Show your workplace health and safety environment:

- information on workplace hazards and controls

Safe work procedures (SWPs, JSAs, etc.) – e.g., *using machinery, receiving stock.* List all that apply:

[Click or tap here to enter text.](#)

Safe Work Method Statements (SWMSs)

for high-risk construction work only, e.g., work at heights. List all that apply:

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- fire extinguishers, exits, evacuation assembly area
- first aid facilities such as the kit and room
- emergency procedures, e.g., eye wash locations





- safe use and storage of personal protective equipment (PPE), including:
 - when and how to use PPE
 - how to clean, maintain and store PPE
 - report damaged PPE

Conduct a follow-up review:

- answer and ask questions
- repeat any training required or provide additional training if needed
- review work practices and procedures with the worker

Explain your training:

- first aid, fire safety and emergency procedures training
- hazard-specific training (e.g. working at height, hazardous substances)
- on the job training in safe work procedures (e.g. when and how to use mechanical aids)
- job-specific training

Comments/follow-up action

Click or tap here to enter text.

Induction acknowledgement

Conducted by:			
Signature:		Date:	
Employee signature:		Date:	

