

Date: / /

### Induction Checklist

Worker's name: Sunil Gurunale

Employment start date: 01/05/2022

Position/job : Worker

Manager/supervisor: Pawan Deshmukh

Department/Section: Production

#### Explain your business:

The structure ✓

The type of work ✓

Taxation and any other deductions (including completing the required forms)

Union membership and award conditions.

#### 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 their 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 their pay:

Pay arrangements ✓

Rates of pay and allowances ✓

Superannuation ✓



*Pawan Deshmukh*

**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 ✓

**Explain your security:**

- Cash ✓
- For each worker and for their personal belongings ✓

**Show your work environment:**

- Car parking ✓
- Eating facilities ✓
- Locker and change rooms ✓
- Phone calls and message collecting system ✓
- Washing and toilet facilities ✓
- Work station, tools, machinery and equipment used for job ✓
- Procedures for the workplace buildings ✓

**Explain your training:**

- First aid, fire safety and emergency procedures training ✓
- Hazard-specific training (for example, manual handling, hazardous substances) ✓
- On the job training in safe work procedures ✓
- Job-specific training (for example, if a license or permit is required) ✓



**Conduct a follow-up review:**

- Repeat any training required or provide additional training if needed ✓
- Review work practices and procedures with the worker ✓
- Ask and answer questions

**Comments/follow up action**

# Induction Acknowledgment

Conducted by (Name): Pawan Deshmukh Date: 04/05/2022

Signature: \_\_\_\_\_

*Pawan Deshmukh*

Date: \_\_\_\_\_

04/5/2023

Position/Job: Worker

Worker's Signature: \_\_\_\_\_

*Jurk*

Notes: \_\_\_\_\_



Induction review date: 04/05/2022

Review comments: Done

Conducted by (Name): Pawan Deshmukh

Date: 04/05/2022

Signature: \_\_\_\_\_

*Pawan Deshmukh*

Date: \_\_\_\_\_

Position/Job: \_\_\_\_\_

Worker's Signature: \_\_\_\_\_

*Jurk*

Notes: \_\_\_\_\_

