



New Employee Induction Checklist

Name: _____ Date: ____/____/____

Manhari Direct Employee: ☐

Labour Hire Contractor: ☐

Labour Hire Agency: _____

Site: Manhari Metals - Tottenham

Address: 414 Somerville Rd, Tottenham VIC 3012

Employee Details	
New Employee Details Form	<input type="checkbox"/>
Signed Contract (Direct employees only)	<input type="checkbox"/>
Superannuation Form (Direct employees only)	<input type="checkbox"/>
Tax File Declaration (Direct employees only)	<input type="checkbox"/>
Visa Documentation	<input type="checkbox"/>
Inductions	
Employee Handbook/HSEQ Manual	<input type="checkbox"/>
Site Specific Induction	<input type="checkbox"/>
Licenses	
Valid Driver's License sighted, copy on file	<input type="checkbox"/>
Valid High Risk License sighted, copy on file (if req.)	<input type="checkbox"/>
Valid Excavator Ticket sighted, copy on file (if req.)	<input type="checkbox"/>
Other relevant tickets sighted, copy on file (if req.)	<input type="checkbox"/>
Management Plans	
Emergency Management Plan	<input type="checkbox"/>
Traffic Management Plan	<input type="checkbox"/>
Training	
Manual Handling	<input type="checkbox"/>
Tag Out/Lock Out Procedure	<input type="checkbox"/>
Products Catalogue	<input type="checkbox"/>
Task specific SWMS/SOP's	<input type="checkbox"/>

Checks above have been completed, copies have been made and added to employee file and competency matrix has been updated to reflect.

Manager Name: _____

Manager Signature: _____

Date: _____