**New Employee Induction Checklist**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | **Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ | |
| **Manhari Direct Employee:** | | | **□** | **Labour Hire Contractor:** | | **□** |
| **Labour Hire Agency:** | |  | | | | |
| **Site:** Manhari Metals - Tottenham | | | | | | |
| **Address:** 414 Somerville Rd, Tottenham VIC 3012 | | | | | | |

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

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

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| --- | --- |
| Manager Name: |  |
| Manager Signature: |  |
| Date: |  |