**WHS Induction Checklist**

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| **STAFF/MEMBER:** |  |  | **INDUCTION DATE:** |  |
| **TITLE / ROLE:** |  |  | **INDUCTED BY.:** |  |

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| **INDUCTION CHECKLIST** |

**INSTRUCTIONS FOR LOCATION MANAGERS:**

**Managers must complete this checklist with the new staff member/client. Use the checklist to ensure all parts of the induction are complete. The checklist must be signed by the location manager and the new staff member/client**

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| ITEM | CHECK |
| Building evacuation plan |  |
| Location of first aid kits and fire extinguishers |  |
| Location of emergency exits |  |
| A list of employees that are first aid trained, safety officers and fire marshals |  |
| An emergency procedure plan |  |
| How to complete an incident report form |  |
| WHS responsibilities of the employee/employer |  |
| Safe operation of machinery (where applicable) |  |
| How to properly wear and use PPE (where applicable) |  |

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| **STAFF/MEMBER SIGNATURE:** |  | **LOCATION MANAGER SIGNATURE:** |  |