

HS7 – WORKER INDUCTION CHECKLIST

Worker/Contractor Name:

Start Date: ____/____/____

Location(s) Working In:

Person Responsible for Induction:

- Check off each item as person is inducted. Check for understanding of each item briefed on.
- If not applicable for induction, mark as N/A.

KEY CONTACT NAMES:

COMPLETED
✓

- Workers are aware of who their Health and Safety Representative is?
- Workers are aware of their work area First Aider names, location and contact details?
- Workers are aware of who their work area Emergency Warden is?

HEALTH AND SAFETY POLICIES AND RULES:

COMPLETED
✓

- Health and Safety Policies, Responsibilities and Health and Safety Handbook.
- Emergency Response Procedures (e.g. fire and evacuation, earthquake, chemical/substance spill, bomb, robbery etc. as appropriate).
- No alcohol or non-prescription drugs allowed on site.
- Near Miss and Injury Reporting – Report and take immediate action on those hazards that caused the injury. Reporting process and documentation discussed and understood.

HAZARDS IN THE WORKPLACE:

COMPLETED
✓

- Review and ensure the new Worker understands the relevant hazards and safe behaviours/actions required for the work area, process or equipment in the workplace. Refer to the relevant Hazard/Risk Registers and Policies for information.
- Unsafe Act and Hazard Reporting – take immediate corrective action on identified hazards. Reporting process, documentation and good housekeeping practices at all times discussed and understood.
- Ensure the new Worker understands what Personal Protective Equipment is required to be worn for the tasks they will be carrying out (e.g. hearing protection).
- Ensure the Worker knows the location and content of Safety Data Sheets (SDS) for any chemicals they may come into contact with.
- Ensure the new Worker understands how to maintain their PPE and how to order new PPE if required.

ORIENTATION WALK:		COMPLETED ✓
▪ Location of Emergency Exits, Assembly Points and Emergency Equipment.		
▪ Location of First Aid Kits.		
▪ Location of Health and Safety Information (e.g. Notice Board, Injury and Hazard Reports).		
▪ Location of toilets and washing facilities.		
▪ Designated smoking areas.		
▪ Location of lunchroom and tea/coffee facilities.		
▪ Location of Parking.		
▪ Introduce to colleagues and person responsible for assisting with induction (buddy).		
PERSONAL BEHAVIOUR:		COMPLETED ✓
▪ Our goal is no accidents – please make it yours too.		
▪ Observe all Site Policies and rules at all times.		
▪ Clean up your mess – ensure work area housekeeping is of a good standard at all times.		
▪ Manage the work activities and behaviours of yourselves and others to reduce the potential for physical or mental harm.		
▪ Maintain a level of professional conduct, appearance and behaviour while working with us. Do not abuse, steal or destroy company property.		
▪ You get what you walk past – monitor your work environment, identify and manage potential sources of risk at all times.		
▪ Manage and report Unsafe Acts and hazards.		
▪ Report any Near Miss or Injury Accidents.		
WORKER SIGNATURE:		DATE: ____/____/____
EMPLOYER SIGNATURE:	POSITION:	DATE: ____/____/____

**ON COMPLETION THIS DOCUMENT MUST BE GIVEN TO THE
INDUCTION COORDINATOR**