



### General Information

All workers (employees and regular contractors) should receive an induction prior to commencing work. If this is not practical however, they should complete the visitor induction process and be signed in as a visitor and accompanied by another worker that has already been inducted.

**Company name:**

**Worker's name:**

**Name of person conducting induction:**

Discuss the following hazard control measures with the new worker:

**1. Company Health and Safety Policy and Procedure:**

Prior to any health and safety induction, ensure the worker has read and understood the company Health and Safety Policy and Procedures document.

Completed

**2. Workplace Amenities:**

Show location of toilets, wash areas, lunch rooms etc.

Completed

**3. Workplace Emergency Procedures and Emergency Equipment:**

Discuss the workplace emergency procedures and show the location of fire extinguishers, first aid kit and qualified first aid person, exits, assembly areas etc

Completed

**4. Significant Workplace Hazards:**

Using the Hazard Cards, review any significant workplace hazards that may affect workers and visitors.

Completed

**5. Equipment/Appliances:**

Using the Hazard Cards, explain/show the worker any equipment/appliances which have the potential to pose risk to them eg photocopier, kitchen appliances, cutting equipment etc

Completed

**6. Accident/Incident (Event) Reporting and Investigation Procedures:**

Explain the process for reporting and recording accidents and near miss incidents no matter how minor.

Completed

**7. Safety Reps and Meetings:**

Explain who the current Safety Representative is and when and where safety meetings will be held.

Completed  N/A

**8. Workplace Visitor Protocol:**

Explain procedures for workplace visitors.

Completed

**9. Restricted Equipment/Areas:**

If applicable, explain/show worker any areas they cannot enter. Identify any specific machinery that is dangerous and explain that they are not to touch/operate unless fully trained or being supervised by someone that is.

Completed

**10. Vehicle Use:**

If applicable, view and take a copy of the worker's drivers licence, ensuring that it is full and current. Complete a vehicle induction, explaining the Vehicle Checklist and when it needs to be completed. Specifically go through the Vehicle Hazard Card and explain the Company's Vehicle Policy.

Completed  N/A

**11. Other Workplace Safety Procedures:**

Using the Hazard Cards, explain workplace rules and any other relevant safety requirements.

Completed

**Sign off:**

Copy this form and have the inductee sign it to acknowledge their completed induction:

**Workers name:**

**Workers signature:**

**Name of Person Conducting induction:**

**Signature:**

**Date induction completed:**