

Employee Induction

Name of Employee:
Department/Location:
Position Description:
Start date:
Manager/Supervisor:
Visa class (if applicable):

Drivers Licence

Licence Number	Licence Type	Expiry Date

Policies

	Viewed	
	Yes	No
Workplace Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>
Drug and Alcohol	<input type="checkbox"/>	<input type="checkbox"/>
Chain of Responsibility	<input type="checkbox"/>	<input type="checkbox"/>
Managing fatigue risks	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Loads in excess of legal limits	<input type="checkbox"/>	<input type="checkbox"/>
Managing speed	<input type="checkbox"/>	<input type="checkbox"/>

Introduction to company/HR: (Explain and Show)

- Nature and Structure of Business
- Roles of key people in the organisation
- Office Contact list
- Hi-Vis clothing and other personal protective equipment requirements
- Rates of pay, allowances, Superannuation, taxation documents and pay arrangements
- Employment contract/conditions
- Job description and responsibilities (including work and meal times and leave entitlements)
- Leave entitlements
- AFRA WHS course
- Workers compensation claims process and rehabilitation

Work Environment (Show)

- Kitchen facilities
- Wash and toilet facilities
- Car parking
- Location of first aid facilities such as first aid box/room & first aid providers
- OH & S representative
- Emergency Coordinating Officer (ECO)
- Work area, vehicles, equipment, tools and machinery used for the job

Health & Safety: (Explain and Show)

- Hazard/Accident/Incident reporting procedures, including the location of forms that need to be completed.
- Safe use and storage of personal hazardous substance, including Material Safety Data Sheets

Orientation: (visit and show)

- Location of emergency exits (including emergency procedures, and fire extinguishers)
- Location of Emergency alarm
- Location of Assembly area
- Introduce Fire Warden
- Introduce First Aid Officer
- Location of WHS noticeboard

Security

- Building and alarm code (if applicable)
- Personal and security of personal belongings

Are control measures in place for:

- Workplace Health & Safety
- Chain of Responsibility

Training

	Yes	No	Not applicable
AFRA Workplace Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chain of Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pack & unpack cartons during a removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling furniture & effects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conducted by: _____

Date: _____

Signature: _____

Employees signature: _____ Date: _____