

Health and Safety Induction Checklist

Instruction: Use this checklist as a prompt for your health and safety induction, it is to be completed for any employees new to the workplace. Ensure records of the completed checklist are maintained.

Workplace	
Name of Employee	
Name of person facilitating induction	
Date induction completed	

Criteria	Yes	NA	Comments
1. The employee knows how to access and when to use workplace injury and hazard reports?			
2. The employee is aware of and knows how to access the workplace Health and Safety Policy and procedures?			
3. The employee is aware of how health and safety issues are to be raised and how they are resolved at the workplace?			
4. The employee is aware of the workplace Health and Safety Representative/s and their role (if applicable)?			
5. The employee is aware of workplace First Aid arrangements and the First Aid Officers (if applicable)?			
6. The employee has been made aware of the emergency procedures for the workplace and what they must do in the event of an emergency?			
7. The employee has been provided education regarding general safety risk management, and the hierarchy of controls?			
8. The employee has been made aware of the foreseeable key hazards in their work, and the associated controls for those hazards (list hazards covered below)?			
a.			
b.			
c.			
d.			

Employee Sign Off

(Instruction: to be done at the completion of the Health and Safety Induction)

I declare that the information outlined above was covered in my induction.

Name	
Signature	
Date	