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| **WORKER INDUCTION CHECKLIST** | |
| **Work Health and Safety** |  |
| * Catholic Church Endowment Society Safety Management Policy and Procedures * WHS and Injury Management responsibilities | * Consultation and communication process * Incident/Hazard Reporting process * Grievance procedure * Code of Conduct (copy provided) |
| **Role SpecificInduction** | |
| * Inform of known hazards associated with the role and equipment utilised * Risk assessments / Safe Operating Procedures for role | * Where applicable issue and record Personal Protective Equipment for role |
| **Emergency Procedures** | **First Aid** |
| * Site emergency procedures * Emergency assembly areas * Security procedures (including remote and isolated work) | * Site emergency plan * Name and location of First Aid Officer * First aid kit / first aid Room locations |
| **Training** | **Other** |
| * Training Needs identified and documented * Position Information Description signed and copy received * Organisational Policies and Procedures * Employee Assistance Program | * Workers compensation and rehabilitation process * Contact and Harassment Officers * Introduce to WHS Coordinator (where relevant), |
| **Person Conducting Induction**  Name:  Signature | **Worker**  Name:  Signature: |
| Worker Commencement Date:  Induction Date: | |

***Retain this checklist with WHS personnel records***