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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***