# Induction checklist

<table>
<thead>
<tr>
<th>Worker’s name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position / job title</strong></td>
<td><strong>Business name</strong></td>
</tr>
<tr>
<td><strong>Employment start date</strong></td>
<td><strong>Supervisor / manager</strong></td>
</tr>
</tbody>
</table>

## Introduction (explain to new workers …)
- The industry, nature and structure of your business
- Roles of key people in your business
- Job, tasks and responsibilities

## Job introduction
- Demonstrate to the worker how to do the job correctly and safely
- Provide required information, training and supervision
- Introduce the worker to the supervisor and other workers
- Introduce the first aid officer and show location of first aid supplies
- Explain and demonstrate emergency procedures
- Show locations of exits and emergency/fire equipment
- Show the work area, drinking water and eating facilities
- Show how to safely use, store and maintain tools, machinery, hazardous substances and personal protective equipment (PPE)
- Show where to make phone calls and collect messages

## Employment conditions
- Work times and meal breaks
- Rates of pay and how payment is made
- Superannuation and other deductions
- Leave entitlements
- Notification of sick leave or absences

For assistance visit [safework.sa.gov.au/freeadvice](http://safework.sa.gov.au/freeadvice) or call **1300 365 255**
## Induction checklist

### Health and safety

- [ ] Health and safety policy, safe work procedures (provide a copy)
- [ ] Roles and responsibilities of people in the workplace (e.g., Health and Safety Representatives)
- [ ] Hazards in the workplace, how they are controlled, and how to report them
- [ ] How to report health and safety issues (including forms)
- [ ] How workers are kept informed about and consulted on health and safety issues
- [ ] Workers compensation claims (including showing where forms are)
- [ ] Incident reporting
- [ ] Communication (e.g., when in remote location)

### Health and safety

- [ ] Quality procedures
- [ ] Security issues
- [ ] Hygiene procedures and facilities

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Conducted by: ___________________________  Signature: ___________________________  Date: ______________

Worker’s name: ___________________________  Signature: ___________________________  Date: ______________