

# SAFETY AND RISK INDUCTION CHECKLIST



Name of Employee:			
Position:			
Date of commencement:			
Name of person providing the induction:			
<b>ITEMS COVERED</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Roles and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tour of the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Introduction to key people including supervisor/manager, first aid officer, nominated safety officer (if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Location of first aid facilities and emergency contact list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>POLICIES AND PROCEDURES</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
▶ OHS policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Risk assessment procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Emergency procedures including fire safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Lifting and handling practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Hazard and the control measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Slips, trips and falls prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Procedures for working outside i.e. sun protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Smoking policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Alcohol and drugs in the workplace policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Workplace bullying policy and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HEALTH AND SAFETY REPORTING REQUIREMENTS</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
▶ Injury/incident reporting procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Hazard reporting procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you given the person an opportunity to ask questions about their responsibilities and to have any issues clarified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>