



EMPLOYEE INDUCTION CHECKLIST

NAME:

DATE OF INDUCTION:

PERSON CONDUCTING INDUCTION:

INTRODUCTION:

COMMENTS:

Organisational overview and site tour.
Discuss Staff Resource Centre.
Document Qualifications/Licences.

EXPLAIN THEIR EMPLOYMENT CONDITIONS:

COMMENTS:

Name of award or agreement (if relevant) and award conditions.
Job description and responsibilities.
Notification of sick leave or absences.
Time recording procedures.
Work times and meal breaks.

LIST AND INTRODUCE KEY PEOPLE AND THEIR ROLES:

COMMENTS:

Fire/ emergency warden (s).
Manger/ owner.
Supervisors.
Co-workers.



EXPLAIN WORK HEALTH & SAFETY ADMINISTRATION:	COMMENTS:
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How to access workplace policies and procedures.
Emergency Plan & Procedures.
Emergency Assembly Points.
Hazard reporting, including where to access forms.
Incident/ accident reporting.
WHS Calendar.
Safe Work Procedures & Standard Operating Procedures.
First Aid.
Use of PPE.
Workplace Harassment.
Fatigue Management.

EXPLAIN TRAINING:	COMMENTS:
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First aid, fire safety and emergency procedures training.
Hazard-specific training.
On the job training in Safe Work Procedures.
Job-specific training (for example, if a license is required).

I confirm that this information has been provided to me.

Employee Name: _____

Employee Signature: _____

Department: _____

Supervisor Signature: _____



EMPLOYEE TRAINING RECORD

PLANT:	SIGNATURE:
Abrasive Cut Off Saw	<p>I have read the Abrasive Cut Off Saw Safe Operating Procedure following my training and confirm that I am competent to operate an Abrasive Cut Off Saw.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>
Air Compressor	<p>I have read the Air Compressor Safe Operating Procedure following my training and confirm that I am competent to operate an Air Compressor.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>
Bench Grinder	<p>I have read the Bench Grinder Saw Safe Operating Procedure following my training and confirm that I am competent to operate a Bench Grinder.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>
Band Saw	<p>I have read the Band Saw Safe Operating Procedure following my training and confirm that I am competent to operate a Band Saw.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>



EMPLOYEE TRAINING RECORD

PLANT:	SIGNATURE:
Circular Saw	<p>I have read the Circular Saw Safe Operating Procedure following my training and confirm that I am competent to operate a Circular Saw.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>
Drill Press	<p>I have read the Drill Press Safe Operating Procedure following my training and confirm that I am competent to operate a Drill Press.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>
Drop Saw	<p>I have read the Drop Saw Safe Operating Procedure following my training and confirm that I am competent to operate a Drop Saw.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>
Disc Sander	<p>I have read the Disc Sander Safe Operating Procedure following my training and confirm that I am competent to operate a Disc Sander.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>



EMPLOYEE TRAINING RECORD

PLANT:	SIGNATURE:
Electric & Battery Powered Drill	<p>I have read the Electric & Battery Powered Drill Safe Operating Procedure following my training and confirm that I am competent to operate an Electric & Battery Powered Drill.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>
Forklift	<p>I have read the Forklift Safe Operating Procedure following my training and confirm that I am competent to operate a Forklift.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>
Gas Metal Arc Welder	<p>I have read the Gas Metal Arc Welder Safe Operating Procedure following my training and confirm that I am competent to operate a Gas Metal Arc Welder.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>
Hot Air Gun	<p>I have read the Hot Air Gun Safe Operating Procedure following my training and confirm that I am competent to operate a Hot Air Gun.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>



EMPLOYEE TRAINING RECORD

PLANT:	SIGNATURE:
Manual Metal Arc Welder	<p>I have read the Manual Metal Arc Welder Safe Operating Procedure following my training and confirm that I am competent to operate a Manual Metal Arc Welder.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>
Nail Gun	<p>I have read the Nail Gun Safe Operating Procedure following my training and confirm that I am competent to operate a Nail Gun.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>
Order Picker	<p>I have read the Order Picker Safe Operating Procedure following my training and confirm that I am competent to operate an Order Picker.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>
Sewing Machine	<p>I have read the Sewing Machine Safe Operating Procedure following my training and confirm that I am competent to operate a Sewing Machine.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>



EMPLOYEE TRAINING RECORD

PLANT:	SIGNATURE:
Staple Gun	<p>I have read the Staple Gun Safe Operating Procedure following my training and confirm that I am competent to operate a Staple Gun.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>
Straight Knife Cutter	<p>I have read the Straight Knife Cutter Safe Operating Procedure following my training and confirm that I am competent to operate a Straight Knife Cutter.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>
Unloading of a Container	<p>I have read the Unloading of a Container Safe Work Procedure following my training and confirm that I am competent to safely unloading a container.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>
Wheel Cutter	<p>I have read the Wheel Cutter Safe Operating Procedure following my training and confirm that I am competent to operate a Wheel Cutter.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>



EMPLOYEE TRAINING RECORD

PLANT:	SIGNATURE:
Work Environment & Facilities	<p>I have read the Work Environment & Facilities Safe Work Procedure following my training and confirm that I take responsibility for maintaining a safe work environment; as outlined in the Environment & Facilities Safe Work Procedure.</p> <p>Date: _____ Employee Signature: _____</p> <p>Supervisor Name: _____</p> <p>Supervisor Signature: _____</p>