**Workplace induction checklist**

**FORM**

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# Workplace induction checklist

## Employee details

|  |  |
| --- | --- |
| Employee name: |  |
| Employee position: |  |
| Employee’s start date: |  |
| Supervisor’s name: |  |

### Explain your company:

the structure

the type of work

### Introduce your key people and their roles:

manager/owner

supervisor

co‑workers

health and safety representative (if applicable)

### Explain their employment conditions:

job description and responsibilities

leave entitlements

notification of sick leave or absences

out-of-hours enquiries and emergency procedures

time recording procedures

work times and meal breaks

### Explain their pay:

name of award or agreement (if relevant) and award conditions

pay arrangements

rates of pay and allowances

superannuation

taxation and any other deductions (including completing the required forms)

union membership

### Show your work environment:

car parking

eating facilities

locker and change rooms

phone calls and message collecting system

wash and toilet facilities

workstation, tools, machinery and equipment used for job

### Explain your workplace health and safety administration:

roles and responsibilities, including:

employer duty of care

worker responsibilities

workplace commitment to safety

outcome for failure to comply with safety directions/procedures

consultative and communication processes, including

how to raise issues and receive feedback

times and purpose of safety/staff toolbox meetings

incident reporting procedures, including:

necessity of reporting hazards, near misses and incidents

where to find reporting forms

reporting broken or damaged equipment

workers compensation claims process and rehabilitation, including:

reporting injuries

obtaining work capacity certificate

suitable duties program

support and communication with employer throughout process

### Explain your policies and procedures on:

code of conduct

EEO, discrimination, bullying and harassment

alcohol and other drugs

performance, counselling and discipline

Workplace health and safety

*Tick all that apply and list others below:*

Click or tap here to enter text.

### Show your workplace health and safety environment:

information on workplace hazards and controls

**Safe work procedures** (SWPs, JSAs, etc.) – e.g., *using machinery, receiving stock. List all that apply:*

Click or tap here to enter text.

**Safe Work Method Statements** (SWMSs)

*for high-risk construction work only, e.g., work at heights. List all that apply:*

Click or tap here to enter text.

emergency procedures for fires, bomb threats, floods, etc.

fire extinguishers, exits, evacuation assembly area

first aid facilities such as the kit and room

safe use and storage of hazardous substances, including:

how to read a safety data sheet

location of safety data sheets and register

emergency procedures, e.g., eye wash locations

safe use and storage of personal protective equipment (PPE), including:

when and how to use PPE

how to clean, maintain and store PPE

report damaged PPE

### Explain your training:

first aid, fire safety and emergency procedures training

hazard‑specific training (e.g. working at height, hazardous substances)

on the job training in safe work procedures (e.g. when and how to use mechanical aids)

job‑specific training

Explain your security:

cash

for each worker and for their personal belongings

procedures for the workplace buildings

### Conduct a follow-up review:

answer and ask questions

repeat any training required or provide additional training if needed

review work practices and procedures with the worker

## Comments/follow-up action

Click or tap here to enter text.

## Induction acknowledgement

|  |  |  |  |
| --- | --- | --- | --- |
| Conducted by: |  | | |
| Signature: |  | **Date:** |  |
| Employee signature: |  | **Date:** |  |