

Safety Induction Checklist

When starting at a new job, it's important your employer gives you the adequate information, training, and resources to ensure you can do your job safely. We've created a Safety Induction Checklist to ensure your workplace induction is up to scratch.

Have you been:	
on a walk-through of the workplace policies and procedures? <i>Your employer needs to provide you with details of your workplace policies and procedures including:</i> <ul style="list-style-type: none">• <i>The bullying and harassment policy</i>• <i>how to report hazards, incidents, injuries and near misses</i>• <i>hazardous substances</i>• <i>Roles and responsibilities of your employer and workers</i>• <i>Consultation and communication processes</i>• <i>How to raise issues</i>• <i>Toolbox or consultation meetings</i>• <i>Report broken or damaged equipment or hazards</i>• <i>Code of conduct</i> <i>This information needs to be consistent with their duties under the OHS laws.</i>	<input type="checkbox"/>
introduced to your health and safety representatives (HSRs)? <i>Your employer should introduce you to the elected Health and Safety Representative (HSR) if there is one. A HSR is a worker that has been elected by your Designated Work Group (an agreed grouping of workers based on their OHS concerns) in order to represent them on health and safety issues. Your employer should also let you know of the set up of your Designated Work Group (DWG)</i>	<input type="checkbox"/>
informed of the major potential hazards in the workplace? <i>Your employer needs to inform you about any major potential hazards in the workplace, the potential effects, how to identify them, and how they are controlled in the workplace.</i>	<input type="checkbox"/>

Have you been:	
informed of the workplace first aid arrangements? <i>Your employer needs to give you information on the first aid arrangements including the identity of the first aid officers and the location of the first aid box. Some employers may also share information on the identity of mental health first aiders or contact details of an EAP (Employee Assistance Program).</i>	<input type="checkbox"/>
shown the emergency evacuation procedures? <i>Your employer needs to provide you with information on the emergency evacuation procedures including where the emergency exits are and where to gather in case of an emergency.</i>	<input type="checkbox"/>
trained specifically for your job? <i>Your employer must provide you with training specific to your job to ensure you can do the job in a healthy and safe manner. This includes the use of any machinery or equipment you will be expected to use.</i>	<input type="checkbox"/>
on a workplace tour? <i>Your employer should take you on a tour of your workplace. Not only will it help you not get lost, but it will also help you see where all the facilities are. Your workplace tour should include: eating facilities, wash and toilet facilities and the location of your workstation. This tour should also include introducing you to your co-workers.</i>	<input type="checkbox"/>
given personal protective equipment (PPE)? <i>Along with providing training and information, your employer needs to provide you with any PPE necessary to complete your work safely. PPE should be provided to help make your work safer if there are no other ways to eliminate or minimise OHS hazards and risks.</i>	<input type="checkbox"/>

If you have not received any of the information on the Safety Induction Checklist, ask your employer or tell your union. It is important to have all the information for a safe and healthy working environment. Don't throw this checklist away! Keep it for your records.