

**NEW EMPLOYEES/SUB-CONTRACTORS
INDUCTION CHECKLIST**

Employee/Sub-Contractor:

Position:

Date of start:

Project:

Supervisor:

This induction checklist serves as a guide for both the new employee/sub-contractor and Supervisor. Please tick the appropriate boxes as each step is finalized. Note conditions will vary site to site.

INDUCTION INTO SITE CONDITIONS (ALL NEW EMPLOYEES/SUB-CONTRACTORS)

Introduction		First Aid Officer	
Show Site Plan		Emergency Nos.	
Hand out Employee Safety Handbook		Action if accident	
Identification of First Aid, Lunchrooms, Change rooms etc		First Aid Procedure	
Working Hours, Site Entry, Security		Emergency Nos	
Traffic Precautions		Housekeeping, Sheds, Bins etc.	
Working environment, Smoke Free, UV Protection, Heat		Safety Meetings	
Dust, Noise and Airborne Particle Protection		Warning Notices	
Unsafe Areas		Quality Workmanship	
Material Safety Data Sheets		Quality Non-Conformances	
Prohibited Actions		Fire and Emergency Evacuation Procedure (Assembly Point)	
Operation of Plant and Equipment		Fire Extinguishers (Use, Location)	
Protective Clothing		Invite Questions on Induction	
Identified all overhead powerlines		All plant fitted with ROPS/FOPS and seat belts	

Notes/Other Issues Discussed

New Employee/Sub-Contractor's
Signature:

Supervisor's
Signature:

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Copies: (3)

Sub Contractor

Site File

Human Resources