

**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)**

<b>Introduction</b>	<b>First Aid Officer</b>	
<b>Show Site Plan</b>	<b>Hand out Employee Safety Handbook</b>	
<b>Emergency Nos.</b>	<b>Action if incident or accident</b>	
AWC policies regarding Environment, OH&S & Quality	<b>Location of MSDS</b>	
<b>First Aid Procedure</b>	<b>Working Hours, Site Entry, Security</b>	
<b>Unsafe Areas</b>	<b>Warning Notices</b>	
<b>Environmentally sensitive areas</b>	<b>Quality of Workmanship</b>	
<b>Identification and reporting non-conformances</b>	<b>Prohibited Actions per handbook</b>	
<b>Dust, Noise and Airborne Particle Protection</b>	Reporting environmental damage/harm-spills etc	
Preventing environmental damage/harm – restricted areas, procedures etc	<b>Identification of First Aid, Lunchrooms, Change rooms etc</b>	
<b>Traffic Precautions</b>	<b>Housekeeping, Sheds, Bins etc.</b>	
<b>Working environment, Smoke Free, UV Protection, Heat</b>	<b>Safety Meetings</b>	
<b>Material Safety Data Sheets</b>	<b>Fire and Emergency Evacuation Procedure (Assembly Point)</b>	
<b>Operation of Plant and Equipment</b>	<b>Fire Extinguishers (Use, Location)</b>	
<b>Protective Clothing</b>	<b>Invite Questions on Induction</b>	
<b>Identified all overhead powerlines</b>	<b>All plant fitted with ROPS/FOPS and seat belts</b>	

**Notes/Other Issues Discussed**

New Employee/Sub-Contractor's Signature & date:

Supervisor's Signature & date:

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**Copies: (3)**

**Sub Contractor**

**Site File**

**Human Resources**