Worker’s name: 

Employment Start date: 

Position / Job: 

Manager / Supervisor: 

Department: 

Section: 

Explain Your Company
☐ the structure
☐ the type of work

List and introduce your key people and their roles:
☐ manager / owner
☐ supervisor
☐ co-workers
☐ employees’ safety representative

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 and award conditions

Explain your workplace health and safety:
☐ consultative and communication processes, including the employees’ safety representative
☐ incident reporting procedures, including where to find reporting forms
☐ policy and procedures
☐ roles and responsibilities
☐ workers compensation claims process and rehabilitation

Show your work environment:
☐ car parking
☐ eating facilities
☐ locker and change rooms
☐ phone calls and message collecting system
☐ wash and toilet facilities
☐ work station, tools, machinery and equipment used for job

Explain your policies and procedures on:
☐ equal employment opportunity
☐ quality management
☐ sexual harassment
☐ violence and bullying
☐ drug and alcohol misuse
### WorkSafe ACT Checklist

**Employee Induction**

#### Show your workplace health and safety
- [ ] environment:
- [ ] emergency procedures, exits and fire extinguishers
- [ ] first aid facilities such as the first aid kit and room
- [ ] information on workplace hazards and controls
- [ ] safe use and storage of hazardous substances, including material safety data sheets
- [ ] safe use and storage of personal protective equipment

#### 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

#### Explain your training:
- [ ] first aid, fire safety and emergency procedures training
- [ ] hazard-specific training (eg manual handling, hazardous substances)
- [ ] on the job training in safe work procedures
- [ ] job-specific training (eg if a license or permit is required)

#### Explain your security:
- [ ] cash
- [ ] for each worker and for their personal belongings
- [ ] procedures for the workplace buildings

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**Conducted by – (Name):**

**Signature:**

**Position / Job:**

**Worker’s Signature:**

**Notes:**

**Workplace Safety**