



Tools & Resources

Induction Checklist for New Employees /Voluntary Workers

Name of Organisation

- Provided with a property plan showing name and location of staff where appropriate.
- Introduced to other staff members and voluntary workers.
- Advised of location of toilets and other facilities.
- Given details of first aid facilities provided.
- Provided with copy of Emergency Response Plan.
- Shown location of fire fighting equipment.
- Supplied with copy of relevant information from the Protecting People, Protecting Property risk management manual.
- Provided with copies of site specific Health and Safety documentation.
- Use of Hazard/Incident Report forms has been explained.
- Shown copies of Asbestos Register where one exists.
- Provided with opportunity to ask questions on Health and Safety matters.

Signed OH&S Co-ordinator

Employee/Voluntary Worker

Document dated

Next review date