|  |  |
| --- | --- |
| Worker Name |  |
| Position |  |
| Starting Date |  |
| Induction Date |  |
| Conducted By |  |

| Company Induction | | | |
| --- | --- | --- | --- |
| Item | Completed | | Comments |
| Building layout and facilities |  | |  |
| Company background and Organisational Chart overview |  | |  |
| Introduce key people and their roles |  | |  |
| Employment Conditions | | | |
| Item | Completed | | Comments |
| Job description and responsibilities |  | |  |
| Leave entitlements |  | |  |
| Notification of sick leave or absences |  | |  |
| Out of hours enquiries |  | |  |
| Time recording procedures |  | |  |
| Work times and meal breaks |  | |  |
| Completed Paperwork Collection | | | |
| Item | Completed | | Comments |
| Position Description (signed copy) |  |  |  |
| Contract (signed copy) |  | |  |
| Worker Personal Details Form |  | |  |
| Worker Emergency Contact |  | |  |
| Superannuation Details |  | |  |
| Tax File Declaration |  | |  |
| Provided with Fair Work Information Statement |  | |  |
| Copies of Training, Licences and Competencies |  | |  |

| Work Environment | | |
| --- | --- | --- |
| Item | Completed | Comments |
| Car Parking |  |  |
| Eating Facilities |  |  |
| Locker and Change Rooms |  |  |
| Phone Calls |  |  |
| Wash and Toilet Facilities |  |  |
| Work stations, Tools, Machinery |  |  |
| First Aid Kit(s) & Fire Extinguisher(s) |  |  |
| Emergency Contacts |  |  |
| Emergency Evacuation Point(s) |  |  |
| Safe Use & Storage of Chemicals |  |  |
| Policies and Procedures | | |
| Item | Completed | Comments |
| Policies |  |  |
| Procedures |  |  |
| Incident Reporting |  |  |
| Consultation & Communication |  |  |
| Safe Work Method Statements |  |  |
| Risk Management |  |  |
| Emergency Procedures |  |  |

Induction is completed and understood by the worker.

Worker Signature Date

Manager Signature Date