

This induction checklist has been prepared to assist management with briefing workers including staff, contractors, volunteers and visitors on important health and safety and emergency information.

CONTRACTOR COMPLIANCE:

Discussion Points	Complete
Confirm copies of certificates of insurance have been obtained	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirm copies of relevant licences, training or certificates of competency have been obtained	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirm copies of risk assessments or safe work method statements for high risk work have been obtained	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirm copies of plant and equipment registers have been obtained	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirm copies of safety management plans and systems of work have been obtained for construction works	Yes <input type="checkbox"/> No <input type="checkbox"/>

COVID-SAFE:

Discussion Points	Complete
Confirm everyone has completed the COVID-19 contact register and declaration using the QR code	Yes <input type="checkbox"/> No <input type="checkbox"/>
Request everyone to maintain hand hygiene, cover mouth while coughing or sneezing and access to sanitizer	Yes <input type="checkbox"/> No <input type="checkbox"/>
Remind everyone to maintain 1.5 meters of physical distancing between people	Yes <input type="checkbox"/> No <input type="checkbox"/>

HOUSEKEEPING:

Discussion Points	Complete
Introduction to the workplace and general orientation	Yes <input type="checkbox"/> No <input type="checkbox"/>
Locations of amenities and access to drinking water	Yes <input type="checkbox"/> No <input type="checkbox"/>
Parking areas and no go / restricted zones	Yes <input type="checkbox"/> No <input type="checkbox"/>

HEALTH AND SAFETY:

Discussion Points	Complete
Workplace safety rules, expectations, roles and responsibilities	Yes <input type="checkbox"/> No <input type="checkbox"/>
Health and safety policy and applicable standards from the health and safety management system (e.g. consultation)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Awareness of key site hazards and risks (e.g. machinery, hazardous locations, chemicals, forklifts)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Specific controls and safety systems of work in place to address key hazards and risks	Yes <input type="checkbox"/> No <input type="checkbox"/>
Communication, consultation and issue resolution	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reporting issues, hazards or incidents	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cover any other relevant health and safety information or policies	Yes <input type="checkbox"/> No <input type="checkbox"/>

EMERGENCY PREPAREDNESS AND RESPONSE:

Discussion Points	Complete
Who to contact in an emergency and contact numbers	Yes <input type="checkbox"/> No <input type="checkbox"/>
First aid equipment provisions, locations and first aid personnel	Yes <input type="checkbox"/> No <input type="checkbox"/>
Location of nearest medical facility and hospital	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fire safety provisions and equipment	Yes <input type="checkbox"/> No <input type="checkbox"/>
Emergency evacuation areas and meeting points	Yes <input type="checkbox"/> No <input type="checkbox"/>

