

WHS Induction Checklist – All New Staff



Work Health and Safety INDUCTION CHECKLIST (To be completed during four weeks of employment / transfer)

WHS-PRO-CHK-004a

Note: This checklist supports the WHS-PRO-004 WHS Training and Competency Procedure

Introductory Notes

This checklist must be used during induction of all new workers. Topics 1, 2 & 3 must be addressed during the first 2 days at work. The other topics must be addressed prior to engagement in related work – this is expected to be within the first four weeks of commencement. Each check-box should be ticked-off and the induction signed by the worker and the supervisor when completed. A copy of the completed WHS induction checklist should be kept locally by the supervisors

Personal Details		
Worker:	First Name:	Surname:
	JCU Number:	Commencement date:
	Position Title:	Location:
	Division:	
	Business Unit:	
Supervisor:	Name:	Position Title:

TOPIC 1 - Emergencies (please tick)

- Shown location of nearest fire exits
- Explain the location of the emergency assembly point
- Explain the emergency alarms system for the work area (alert, evaluation tones etc)
- Advise first aid kit location

TOPIC 2 - Safety Personnel details for the work area (please tick)

Work Health and Safety Advisor – WHS Unit	JCU Staff – Work Health & Safety – Contacts
Health and Safety Representative	JCU Staff – Work Health & Safety – Contacts – Health Safety Representatives
Safety Support Officer – WHS Unit	JCU Staff – Work Health & Safety – Contacts
First Aid Officer for building	
Fire Warden for building	Online Fire & evacuation Program
Security Services	

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<p>Work Health and Safety Officer Training (Required by University Council, Chancellor and Vice Chancellor, Provost, Chief of Staff, Pro Vice Chancellor and Deputy Vice Chancellors, Directors, Deans of College and Executive Officer only) – online</p>	<p><i>Within 4 weeks of commencement</i></p>
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TOPIC 4 – Work Health & Safety Management *(please tick)*

- Show location of JCU WHS website
- Location of JCU WHS Policy and Procedures
- Explain WHS Policy and WHS Responsibilities Procedure
- Explain WHS consultation, documents and processes
- Explain the requirement and methods of reporting incident, injuries, illness and hazards using Riskware
- Identify further training needs and risk related/job specific training – (see topic 8)
- Explain relevant Standard Operating Procedures (where relevant)
- Advise location of Safety Data Sheets (where relevant)

TOPIC 5 - Work Area Specific Procedures and Requirements *(please tick. Add as required)*

- Screen based equipment
- Laboratories and workshops
- Machinery and equipment
- Use of vehicles
- Waste disposal procedures or products
- Provide and discuss proper use and care of PPE

TOPIC 6 - Job Specific Hazards and Controls *(please tick)*

- Discuss the main Work Health & Safety risk associated with the job
- Provide information about health and safety work procedures relevant to the job

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Induction of new staff – Explanatory notes for Work Health & Safety Checklist

WHS Induction Process

The supervisor is responsible for induction of new worker and especially for ensuring that the new worker completes the WHS Induction Checklist.

The supervisor and the new worker are responsible for completion of the training plan.

Some Colleges / Divisions may have their own WHS Induction Checklists, which can be used to complement the WHS Checklist.

Delegation of Induction Process

Supervisors can delegate to other worker's responsibility for the aspects of the induction process: however, the supervisor remains responsible for ensuring that the worker completes the process.

Worker's who have delegated authority to conduct the aspects of induction must have the relevant technical expertise where necessary.

Where there are special hazards in the area, the person delegated as responsible for the induction must be familiar with those hazards.



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