

Induction Checklist

Hierarchy	
Company	

Checklist Details	
Inspector	
Date	

Inspection/Checklist	
Explain your company structures	Y / N
Observation	
Explain who to contact in case of fire	Y / N
Observation	
Explain your OH& S policies and procedures	Y / N
Observation	
Show your work car park	Y / N
Observation	
Show where your muster points are	Y / N
Observation	
Show your eating facilities/ lockers/ changerooms/ bathrooms and expectations around these	Y / N
Observation	

Explain your procedure for out of hours' emergencies and enquiries	Y / N
Observation	
Explain their responsibility with regards reporting hazards	Y / N
Observation	
Explain your incident reporting procedure	Y / N
Observation	
Explain your policy on violence and bullying in the workplace	Y / N
Observation	
Explain your policy on drug and alcohol misuse	Y / N
Observation	
Explain your emergency procedures	Y / N
Observation	
List and introduce key people including your safety representative and first aid worker	Y / N
Observation	
Explain your OH&S communication process	Y / N
Observation	