

## INDUCTION CHECKLIST

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Description	Staff initial	Mgr initial	Date Completed
<b>A. Before Commencement</b> 1. Starting time and date 2. Employment pack posted 3. Documentation - copy of CV, certificates etc 4. First day procedure - parking, uniform etc			
<b>B. Workplace</b> 1. Introductions to other staff members 2. Layout (ie. Toilets, telephone, notice boards, lunchroom, lockers) 3. Uniform 4. Staff purchases (cost plus 10%) 5. Staff jumps			
<b>C. Communication</b> 1. Reporting relationships 2. De-briefing sessions 3. Site manual location and content			

Description	Staff sign	Mgr initial	Date Completed
<b>D. The Organisation</b> 1. Company Structure 2. Services, products 3. Customer services programme 4. New developments			
<b>E. Employment Terms and Conditions</b> 1. Documentation - IR12, agreement, bank account details 2. Timesheets, pay day, leave etc 3. Timekeeping essential			
<b>F. Training</b> 1. Training records 2. Personal jump log issued and explained 3. Courses (relevant to position) 4. Course requirements ie. After hours first aid training			
<b>G. Safety and Health</b> 1. Policy and rules - (including OSH & AS/NZS 5848) 2. Accident / Incident reporting 3. Workplace hazards 4. Protective equipment 5. Location of emergency equipment (fire extinguishes, first aid box) 6. Fire exits 7. Safe area (in emergency)			

Description	Staff initial	Mgr initial	Date Completed
<b>h) Performance</b> 1. Performance assessments 2. Standards			