

Workplace introduction checklist

COMPANY NAME

EMPLOYEE NAME

POSITION / JOB TITLE

EMPLOYMENT START DATE

SUPERVISOR /

Workplace introduction

THIS WORKPLACE

I have been shown/introduced to:

- My supervisor/manager
- Other employees
- Key jobs, tasks and responsibilities
- Work area, toilets, eating and drinking facilities
- Where to make phone calls and collect messages

EMPLOYMENT CONDITIONS

- Work times and meal breaks
- Rates of pay and how payment is made
- Leave entitlement
- Sick leave and who to call if sick

Health and safety

I have been shown:

- How to do my job safely including the use of guards and other safety equipment
- The safety signs and what they mean
- How to safely use/store and maintain safety equipment
- How to safely use/store and maintain equipment, machinery, tools and hazardous substances

I know:

- My responsibilities as an employee
- Who my health and safety representatives and committee members are
- When/where the health and safety committee meets
- Where health and safety information is kept

HAZARDS

I know:

- What the hazards are in my workplace
- What the controls are for these hazards
- How to report hazards
- Where records of hazards are kept
- Safe work procedures
- That I will receive the results of personal health monitoring

EMERGENCIES

I am familiar with:

- Where the emergency exits are
- Where the fire extinguishers are
- The evacuation procedure
- Where the first aid kit is
- Who the first aiders are (if applicable)
- My assembly area is:

- My emergency wardens are

INCIDENTS AND INJURIES

I know how to report:

- Injuries
- Near-hits/near misses
- Early signs of discomfort
- Incident/injury forms are kept _____
- I report to _____
- I know reports will be investigated and I will be kept informed of the results

SIGNED BY EMPLOYEE

DATE

SIGNED BY MANAGER

DATE

PHOTOCOPY FOR YOUR OWN USE