



## Induction Checklist

Document # 20110404-029A

Reviewed: May 2023

Next Review: May 2025

Authorised: Group Human Resources & Compliance Manager

<b>Staff Member:</b>		<b>Date of Induction:</b>	
<b>Manager in Charge:</b>		<b>Site:</b>	

### Site Information

Instruct the staff member on car parking, entering the building, sign-in/out records, specific site information, location of services within the building, emergency exits, staff room and toilet locations.

### Equipment

Explain how to use the phone system and provide a list of the internal staff extensions. Go over any queries on computer usage and other equipment available to the staff member.

### Company Policies

Provide a copy of each of the following policy documents and have them read and confirm they have received and understood.

I [staff member to initial in the space provided against each policy] confirm that I have received the below listed company policies and have read and understood them:

- Corporate Code of Conduct \_\_\_\_\_
- Drug & Alcohol Policy \_\_\_\_\_
- Injury Management Policy \_\_\_\_\_
- Induction Policy \_\_\_\_\_
- Accident & Incident Investigation Procedure \_\_\_\_\_
- PPE Policy \_\_\_\_\_
- Leave Policy \_\_\_\_\_
- Recruitment Policy \_\_\_\_\_
- Equal Employment Opportunity Policy \_\_\_\_\_
- Gymnasium Policies & Guidelines \_\_\_\_\_
- Fair Work Information Statement \_\_\_\_\_

### Fire & Emergency Safety Procedures

I confirm that I have had the procedures for an emergency situation explained to me and I am aware of the location of the **EMERGENCY ASSEMBLY AREA** and what to do in a fire emergency.

### Comments & Feedback

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**Signed as correct by:**

**Signed as correct by:**

**Date completed:**

\_\_\_\_\_  
**Manager in Charge**

\_\_\_\_\_  
**Inductee**

\*\* Please make a copy for the inductee and return the original to the Human Resources Manager \*\*