

Aim: To provide an understanding of the working environment and hazards that may be encountered during the work day.

Item	Topic	Comments/Notes		☐	Initial
*	Pre-Employment Medical & Drug Screen test completed	Yes ☐	No ☐	☐	
1	Discuss general layout of site			☐	
2	Identify first aid cabinets/kits			☐	
3	Telephone and emergency numbers & Emergency radio frequencies			☐	
4	Emergency exits and muster points			☐	
5	Fire and Safety equipment locations			☐	
6	Introduce key people and their roles			☐	
7	Workplace Health & Safety procedure read & signed			☐	
8	Explain SWMS, SWPs, JSAs & SDS Sheets location			☐	
9	Pre-starts, Take 5, Machine Pre-start & Near Miss form location			☐	
10	Potable water points & Out of bound areas on site			☐	
11	PPE requirements for site			☐	
12	Identify specific hazards to site: Vehicles, Chem			☐	
The following questions to be acknowledge by the employee					
13	Fatigue, are you fit for work? Physical, cognitive or emotional			☐	
14	Are you taking any medication? Med Dec Form.			☐	
15	Do you have any allergies, Do you have any medical conditions?			☐	
16	Are you capable of walking over undulating ground?			☐	
17	Are there any health issues that may compromise your safety on site?			☐	
18	Prohibited substance: Firearms Drugs/Alcohol			☐	
19	On or off site Drug & Alcohol testing, post incident, at random or reasonable cause will be conducted.			☐	
20	Actions on reporting incidents			☐	
21	BAC test Conducted	Yes ☐	No ☐	Reading:	

Employee Name:	Signature:	Date:
Person Conducting Induction Name:	Signature:	Date: