

First Week Induction Checklist

To be completed at the client site for 360HR On-hire Casual Employees and Contractors

On the commencement of each new assignment, you should receive an induction regarding the client site and their WHS (Work Health & Safety) procedures.

Below is a check list of items which would be covered in your induction. Please initial each item when completed, sign the document as indicated and also request a signature from your supervisor or other client representative.

Ask your supervisor for assistance to ensure that all items are covered and contact your 360HR representative if you have any questions.

Please submit your completed document to 360HR with your first timesheet.

Induction Checklist:

- A tour of the workplace including amenities _____
- An introduction to key staff, including your supervisor and immediate work colleagues _____
- Clarification of your duties and the responsibilities of your placement _____
- Confirmation of your hours of work, including start and finish times, tea breaks, lunch breaks and completion of timesheets _____
- Awareness of the Workplace Policies and working conditions i.e. telephone use, internet use, dress requirements, alcohol and other drugs, bullying and harassment _____
- Confirmation of who to contact with questions or concerns or in an emergency _____
- Awareness of Environmental Policy for the workplace _____
- Use of email & internet policy _____

Awareness of Health and Safety in the workplace including:

- (Please tick)**
- Hazard awareness
- Safety rules
- Emergency procedures
- Location of exits
- Dangerous substances or processes
- Reporting of accidents
- Reporting of hazards
- First aid information and location of first aid kits
- WHS policy and procedures

Signed by 360HR On-hire Casual Employee: _____

Print Name: _____

Date: _____

Signed by your supervisor (360HR Client): _____

Print Name: _____

Client Company Name: _____

Date: _____