

New Staff OHS Induction Checklist



NAME OF NEW STAFF MEMBER:	POSITION/JOB:
SCHOOL:	DATE:

The purpose of this checklist is to facilitate the new staff OHS induction requirements of our school. If hazards have been identified, ensure appropriate control measures are implemented.

QUESTION	YES	NO
Has the new staff member been provided with access to the OHS safety policies and procedures? (Working alone, appropriate footwear, manual handling chemical management, housekeeping).		
Has the new staff member been provided with a site tour of the school?		
Has the new staff member been provided with the location of amenities? (Toilets and staff room).		
Has the new staff member been advised of emergency/evacuation procedures, including emergency exits, assembly points and who to contact?		
Has the new staff member been shown the first aid facilities?		
Has the new staff member been provided with the information on hazard, incident and near miss reporting requirements?		
Has the new staff member been informed of security procedures?		
Has the new staff member been shown the injury reporting procedures, including the location of the injury register?		
Has the staff member been shown the traffic management /car parking procedures (if applicable)?		
Has the new staff member been shown the location of Safety Data Sheets (SDS) for hazardous substances stored on site?		
Has the staff member been provided with Personal Protective Equipment (hearing protection, gloves, and glasses (if applicable)?		
STAFF MEMBER SIGNATURE:		
PRINCIPAL NAME AND SIGNATURE(if applicable):		