

All PCBUs / workers to site must undergo an induction prior to work commencing. PCBUs who have long term contract agreements with the site must undergo site inductions on a 2 yearly basis.			
PCBUs Company Name:			
Contract Work			
PCBUs Representative's Name:			
Accountable Manager:			
Induction Validity:		Valid from	Valid to
Site Orientation			
<input type="checkbox"/> Access	<input type="checkbox"/> Vehicles - Parking & Speed Limits	<input type="checkbox"/> High risk areas and equipment	<input type="checkbox"/> First Aid Kits
<input type="checkbox"/> Amenities	<input type="checkbox"/> Waste disposal areas	<input type="checkbox"/> Washing and Toilet Facilities	<input type="checkbox"/> Drinking Water Facilities
		<input type="checkbox"/> Restricted Access Areas	<input type="checkbox"/> Hazardous material storage areas
		<input type="checkbox"/> Exits	
Health & Safety			
<input type="checkbox"/> Safety Manual	<input type="checkbox"/> Safety Policy Statement	<input type="checkbox"/> Responsibilities and Duties	<input type="checkbox"/> Licenses/Certification Requirements
<input type="checkbox"/> Incident / Hazard Reporting Procedures	<input type="checkbox"/> Hazards Present in Work Area	<input type="checkbox"/> Safe Work Procedures & Practices	<input type="checkbox"/> Drugs and alcohol
<input type="checkbox"/> Smoke free work environment	<input type="checkbox"/> Resolution of Issues	<input type="checkbox"/> Safety Committee / HSRs	<input type="checkbox"/> Work Permits – Hot Work etc
			<input type="checkbox"/> Danger & Out of Service - Tags/Locks
			<input type="checkbox"/> Traffic Management / Mobile Plant
			<input type="checkbox"/> Hazardous Substances & Material Safety Data Sheets
			<input type="checkbox"/> Housekeeping / Clean Up
			<input type="checkbox"/> Electrical Equipment
			<input type="checkbox"/> Manual Handling
			<input type="checkbox"/> PPE use and maintenance
			<input type="checkbox"/> Signage
			<input type="checkbox"/> Other (please specify)
Emergency Procedures and First Aid			
<input type="checkbox"/> Emergency and Evacuation Procedure	<input type="checkbox"/> Emergency Exits	<input type="checkbox"/> Fire Extinguisher Location and use	<input type="checkbox"/> Emergency Response Plans
			<input type="checkbox"/> Fire Wardens
			<input type="checkbox"/> First Aiders
Record			
<p>Tick the boxes to show that the subject has been covered during the induction process.</p> <p>Provide a copy of this completed checklist to the PCBU and retain this original with the register held by the Health & Safety Advisor</p> <p>Please note the inductors name and date of induction below and ensure that the completed form has been signed by the accountable manger.</p>			
Inductor Name:		Date:	
Accountable Manager signature:		PCBUs signature:	
Date:		Date:	
Print Name:		Print Name:	
Contact Number:		Contact Number:	