

WHS Induction Checklist – All Founders



Work Health and Safety INDUCTION CHECKLIST

WHS-PRO-CHK-004d

Note: This checklist supports the WHS-PRO-004 WHS Training and Competency Procedure

Introductory Notes

This checklist must be used during the induction of all Founders. Each check-box should be ticked-off and the induction signed by the Founder and the Innovation Facilitator when completed. A copy of the completed WHS induction checklist should be kept locally by the Innovation Facilitator.

Personal Details		
Founder:	First Name:	Surname:
	Commencement date:	End Date:
	Location:	
	Signature:	
Innovation Facilitator:	Name:	Signature:
TOPIC 1 - Emergencies (please tick)		
<input type="checkbox"/> Shown location of nearest fire exits		
<input type="checkbox"/> Explain the location of the emergency assembly point		
<input type="checkbox"/> Explain the emergency alarms system for the work area (alert, evaluation tones etc)		
<input type="checkbox"/> Advise first aid kit location		
TOPIC 2 – WHS Mandatory Training		
<input type="checkbox"/> JCU Work Health & Safety Founder Induction – online		Within two days of commencement
<input type="checkbox"/> JCU Fire & Evacuation Program – online		Within two days of commencement
TOPIC 3 – Work Health & Safety Management (please tick)		
<input type="checkbox"/> Show location of JCU WHS website		
<input type="checkbox"/> Location of JCU WHS Policy and Procedures		
<input type="checkbox"/> Discuss WHS Policy and WHS Responsibilities		
<input type="checkbox"/> Explain WHS consultation processes		
<input type="checkbox"/> Explain the requirement and methods of reporting incident, injuries, illness and hazards		
<input type="checkbox"/> Explain relevant Safe Work Procedures (where relevant)		
<input type="checkbox"/> Founder has been given the opportunity to ask questions about the content of the WHS Induction, Membership Terms and JCU Ideas Lab building		
TOPIC 4 - Job Specific Hazards and Controls (please tick)		
<input type="checkbox"/> Discuss the main Work Health & Safety risk associated with the job		
<input type="checkbox"/> Explain the hazards present in work area		
<input type="checkbox"/> Other:		

(A copy of the complete WHS induction checklist should be kept locally)