

WHS Induction Checklist – All Collaborators



Work Health and Safety Induction Checklist

WHS-PRO-CHK-004e

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 Collaborators. Each check-box should be ticked-off and the induction signed by the Collaborator and the Key Person / WHS Unit when completed. A copy of the completed WHS induction checklist should be kept locally by the Key Person / WHS Unit.

| Personal Details | | |
|---|--------------------|--|
| Collaborator: | First Name: | Surname: |
| | Commencement date: | End Date: |
| | Location: | |
| | Signature: | Date: |
| Key Person / WHS Unit: | Name: | Signature: |
| TOPIC 1 - Emergencies (please tick) | | |
| <input type="checkbox"/> Show 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 on Campus Collaborator Induction – online | | <i>Within two days of commencement</i> |
| <input type="checkbox"/> JCU Fire & Evacuation Program – online | | <i>Within two days of commencement</i> |
| TOPIC 3 – Work Health & Safety Management (please tick) | | |
| <input type="checkbox"/> Show location of JCU WHS website | | |
| <input type="checkbox"/> Show 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"/> Collaborator has been given the opportunity to ask questions about the content of the WHS Induction and JCU facilities | | |
| TOPIC 4 - Job Specific Hazards and Controls (please tick) | | |
| <input type="checkbox"/> Discuss the main Work Health & Safety risks 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)