

# OHS INDUCTION RECORD

<b>Inductee Name:</b>		<b>MOBILE</b>	
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<b>Company Name:</b>	<b>Site Name:</b>
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	Yes	NA
<b>1. EMERGENCY</b>		
Explain the emergency procedures		
Explain the evacuation procedure		
Explain phone call/alarm process in event of emergency		
Show where fire fighting equipment is located		
Show location of emergency mustering area		

	Yes	NA
<b>2. WORKPLACE TOUR</b>		
Tour of workplace. show relevant areas /amenities		
Demonstrate entry/exit security & any site protocol		
Parking & traffic rules. Vehicle access		
Sign in, Safety Noticeboard, safety signage		
Introduce to relevant people. Include site contact person, HSR		

	Yes	NA
<b>3. HAZARDS &amp; INCIDENTS</b>		
Show location of hazard book & its use		
Hazard spotting & reporting requirements		
Explain the process for isolating & reporting faulty equipment		
Identify person to notify in the event of a hazard		
Explain work procedures and & SWMS's		
Identify First Aider/s, locations, first aid kits		
Explain who to notify in the event of an injury		
Explain that all injuries (including near misses) must be reported the same day they occur		

	Yes	NA
<b>4. SUPERVISION &amp; PERFORMANCE</b>		
Explain Issue Resolution Process		
Explain supervision & consulting process		
Explain performance standards expected for job task		
Explain any client policies & rules		
Discuss environmental issues (waste disposal innovation etc.)		
Explain & show systems of waste disposal, recycling & water conservation		
Given opportunity to ask questions, consult		

	Yes	NA
<b>5. PERMITS TO WORK</b>		
Confirm hot work permit required for hot work eg; welding & grinding		
Confirm excavation permit required for any excavation works		
Confirm working at heights permit required for work over 2 metres		
Confirm permits for confined space entry		
Confirm permits for working near power lines		

	Yes	NA
<b>6. SUBCONTRACTORS ONLY</b>		
Confirm contractor prequalification is approved		
Inspect training tickets and record in training register		
Check PPE, Safety footwear, high vis, clothing, hard hat, safety glasses, gloves etc.		
Check equipment bought onto the workplace is tagged & tested		
Check MSDS for chemicals bought onto workplace		
Check the SWMS for work being undertaken		
SWMS must be provided for any High Risk work		
Confirm contractors has own suitable first aid kit		
Review work order form & confirm completion process		
Confirm variation process for work orders		

**OTHER INFORMATION PROVIDED**


**SIGN OFF**

<b>Inductee Signature:</b>	<b>Date:</b>
<b>Inductor Signature:</b>	<b>Date:</b>