

# Induction Checklist



This induction checklist is to be used as a guide to the minimum information that should be explained and passed to each new employee. If any area is considered not relevant to the employee's position, then that box must be marked as N/A by the Inductor. All other boxes must be ticked to confirm induction. Each employee is to confirm having received induction by signing the form which will be witnessed by the Inductor and then filed on the employee's training file.

This is to be completed by a representative of the Bartsch Builders during the first week of employment with as much as practically possible being completed on the first day.

Company Information		Company Procedures		Personnel Administration	
Bartsch Builders Director Project Supervisor Office Manager  Office Introductions Site Introductions  WHS Policy Drug & Alcohol Policy Rehab & Return to Work Policy Harassment Policy Training Policy Consultation & Communication Policy  Current Projects:		Consultation / Communication  Harassment/Bullying Issue Resolution Protective Clothing Training Incident Reporting Inj. Mgt / WorkCover Hazard / Risk Mgt Plant & Equipment First Aid / Emergency Response Non-Smoking Drugs & Alcohol  Specific Hazards:		Job description  Responsibilities Pay Rate Superannuation Awards / Agreement Hours of work Overtime Timesheets Pay Procedure Sick leave Annual Leave Lateness Performance Appraisals Discipline / Termination Travel Expense Reimbursements Company Phone Computer Fuel Card Disclosure of Information Return of property	

I confirm by my signature below that the above ticked items have been explained to me and that I have a full understanding of the training received.

Employee Name	Employee Signature	Date
Inductor Name	Inductor Signature	Date

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