

## Staff Induction Checklist

Staff member		Role				
Person inducting		Role				
Employee information	Expiry date or tick	Staff member <i>Sign or initial</i>	Person inducting <i>Sign or initial</i>	Date		
CV on file						
Logbook on file						
First-aid certificate on file	<i>Certificate type &amp; expiry date</i>					
Qualifications on file	<i>List with expiry dates</i>					
Drivers licence/s	<i>Note expiry dates</i> <ul style="list-style-type: none"> <li>• Car</li> <li>• P endorsement</li> </ul>					
Driving / vehicle familiarity	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table>	Yes	No			
Yes	No					
Documents completed	<ul style="list-style-type: none"> <li>• Bank account details</li> <li>• Tax forms</li> <li>• Medical &amp; contact details</li> </ul>					
<b>Employment information</b>						
Employment contract discussed, understood, and filed						
Job description, role, and safety responsibilities understood						
Uniform / gear issued and checked, including personal safety gear						

Organisation	Expiry date or tick		Staff member Sign or initial	Person inducting Sign or initial	Date
Staff members introduced					
Staff structure discussed					
Facilities familiarisation done					
Organisation's philosophy discussed					
Staff meeting times discussed					
<b>Safety management system</b>					
Safety management plan read and discussed, including:	<ul style="list-style-type: none"> <li>• Drugs and alcohol policy</li> <li>• Goals and objectives</li> <li>• Emergency procedures</li> </ul>				
SOPs read and discussed	<ul style="list-style-type: none"> <li>• Geberic SOPs</li> <li>• Specific activity SOPs</li> </ul>				
Reporting procedures discussed	<ul style="list-style-type: none"> <li>• Intentions procedures</li> <li>• Incidents</li> <li>• Hazards and risks</li> <li>• Trip reports</li> </ul>				
Relevant activity plans read and discussed, including:	<ul style="list-style-type: none"> <li>• Risk assessments</li> <li>• Natural hazards</li> </ul>				
Emergency response procedures read and discussed	<ul style="list-style-type: none"> <li>• Fire exits, fire wardens, and safe assembly areas</li> <li>• Activity / field procedures</li> </ul>				
Location of emergency equipment discussed					
<b>Employee declaration</b>			<b>Staff member's signature</b>	<b>Manager's signature</b>	<b>Date</b>
I've read and understood the safety management system and agree to work to it	Yes	No			
I'm physically fit to undertake my job	Yes	No			
The information I've provided is correct	Yes	No			