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| --- | --- | --- |
|  | **23.1 – WHS induction checklist** Use this form to record induction for all workers including any trade contractors who will be working without supervision of a Scouts representative | |
| Worker’s Name (please print): | | Worker’s signature: |
| Date of induction: | | Position: |
| Site: | | TICK one that best describes the worker: ꙱ professional employed staff ꙱ visitor/work experience/labour hire  ꙱ trade contractor ꙱ volunteer/member |
| Name of Person providing this induction (please print): | |

This face to face induction is additional to the Scouts Australia on-line training modules.

| **TOPIC** | **YES** | **NA** | **COMMENTS** |
| --- | --- | --- | --- |
| **Tour of Site** |  |  |  |
| Welcome new worker and introduce to co-workers |  |  |  |
| Site Layout |  |  |  |
| Location of bathrooms |  |  |  |
| Location of First Aid Kits |  |  |  |
| Lunchroom and designated smoking area, workplace smoking policy |  |  |  |
| Chief Executive or Site Manager’s office |  |  |  |
| Car parking arrangements |  |  |  |
| Location of Emergency Assembly Point |  |  |  |
| Inform if there are any prohibited areas |  |  |  |
| Buddy to work with while settling in |  |  |  |
| **Security** | | | |
| Issue swipe card / key |  |  |  |
| Door locking, unlocking / alarm procedures / after-hours procedures |  |  |  |
| Expectation in case of lost card / key – be aware that if your key, swipe card or lanyard is lost and has the Scouts log on it, you must act swiftly to alert IT to disable access. |  |  |  |

| **TOPIC** | **YES** | **NA** | **COMMENTS** |
| --- | --- | --- | --- |
| **WHS information** | | | |
| First Aiders & Wardens poster – names and introduction (if possible) |  |  |  |
| Worker’s Compensation information  (NB workers who are not employed directly by Scouts – you would claim on your employer’s insurance, not Scouts’. Volunteers would claim via Scouts’ Personal Accident Insurance. |  |  |  |
| Evacuation instructions and procedures including emergency exits, alarms and fire stairs.  NB It is a requirement that everyone participates in emergency drills |  |  |  |
| Incident Reporting Procedure  (NB workers who are not employed directly by Scouts - if an incident occurs, you need to inform BOTH Scouts and your employer)  Paid workers employed by Scouts NSW can make a workers’ compensation claim if injured at work. Report the incident to Scouts NSW and see your doctor. |  |  |  |
| Demonstration of where to find information on Scouts web site including WHS procedures |  |  |  |
| **Site specific hazards and job specific hazards** | | | |
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Please send a copy to Head of Risk, Scouts NSW State Office, for retention.