



23.1 – WHS induction checklist

Use this form to record induction for all workers including any trade contractors who will be working without the full 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: <input type="checkbox"/> professional employed staff <input type="checkbox"/> visitor/work experience/labour hire <input type="checkbox"/> trade contractor <input type="checkbox"/> volunteer/member
Name of Person providing this induction (please print):	

TOPIC	YES	NA	COMMENTS
Tour of Site			
Welcome new worker and introduce to co-workers			
Site Layout / map			
Location of bathrooms			
Location of First Aid Kits			
Lunchroom and designated smoking area, workplace smoking policy			
Chief Executive or Site Manager's office			
Location of Emergency Evacuation Point			
Inform if there are any prohibited areas			
Buddy to work with while settling in			
Security			
Issue swipe card / key (and suggest don't identify as Scouts)			
Door locking, unlocking / alarm procedures (if relevant)			
Expectation in case of lost card / key			



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TOPIC	YES	NA	COMMENTS
Safety 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)			
Demonstration of where to find information on Scouts web site including WHS procedures			
Site specific hazards (list)			
Job specific hazards or equipment (list), any PPE issued			

Please send a copy to Head of Risk, Scouts NSW State Office, for retention.



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