



EMPLOYEE INDUCTION CHECKLIST

Employee Name	
Employment Date:	
Position/ Job:	
Manager/ Supervisor:	

General induction on first day

Introduction: (explain)

- Nature and structure of the business
- Products & Customers
- Roles and key people in the organization
- Staff contact list

Meet key people: (introduce)

- Receptionist
- Managers
- Co-workers
- Health and Safety Representative
- First aider and fire warden

Employment Conditions: (explain)

- Job description and responsibilities
- Work times and meal breaks
- Time recording procedures
- Leave entitlements
- Public Holidays
- Notification of sick leave or absences
- Out of hours enquiries and emergency procedures
- Contract of Employment
- Employee Information Sheet

Payroll: (explain)

- Rates of pay and allowances
- Pay arrangements
- Taxation (including completion of the required forms)
- Superannuation and any other deductions

Work Environment: (show)

- Dining Facilities
- Wash and toilet facilities
- Locker and change rooms
- Telephone call and collecting messages
- Out of hours enquiries and emergency procedures
- Location of first aid facilities such as the first aid box/ room
- Location of emergency exits and fire extinguishers

Health and Safety: (explain)

- OHS policy and procedures
- Roles and responsibilities for health and safety
- Incident reporting procedures
- Workers compensation claim
- Smoking regulations
- Fire extinguishers
- Emergency exits
- First Aid Facilities

Training

- Job specific training
- Use of equipment (computer, printer, projector, scanner)
- Email
- Logins

Security

- Building
- Personal and security of personal belongings
- Confidentiality

Other Issues

- Security procedures
- Equal employment opportunity
- Sexual harassment

Review

- Review work practices and procedures with the worker
- Answer and ask questions
- Repeat any training required and provide additional training if needed

Conducted by: (name) _____ (sign) _____ Date: / /

Employee's signature: _____ (sign) _____ Date: / /