

# WORK HEALTH AND SAFETY INDUCTION CHECKLIST - Labour Hire Worker

*This induction checklist must accompany the new inductee during the site induction process*



## Inductee details

<b>First name:</b>	<b>Surname:</b>
<b>Dental Practice:</b>	
<b>Worksite Address:</b>	
<b>Date of induction:</b>	<b>Inductor:</b>

Inductee item checklist <span style="color:red; font-weight:normal;"><i>Inductor and Inductee to initial each item when completed</i></span>	Tick	Inductor	Inductee
Completed host employer's general health and safety induction including health and safety responsibilities and handbook			
Shown the location of first aid equipment and facilities and first aid attendants (poster)			
Shown the location of firefighting equipment in work area eg fire extinguishers, hose reel, etc.			
Site evacuation and emergency response procedures explained: Assembly point/s and evacuation route/s (poster), Emergency response plans, Fire wardens (poster), Emergency communication strategies, Provision for offsite emergencies (if applicable)			
Shown kitchen amenities, toilets and drinking water			
Initial on-the-job training for daily routine			
Workplace general procedures and rules including hours of work, security requirements and parking/transport explained			
Issued protective equipment/safety gear (PPE)			
<input type="checkbox"/> Gloves <input type="checkbox"/> Face masks/shields <input type="checkbox"/> Safety glasses <input type="checkbox"/> Other:			
Inductee introduced to: <input type="checkbox"/> Managers/Supervisors <input type="checkbox"/> Workplace Colleagues <input type="checkbox"/> Administration			
Tour of work site provided			
Hazardous chemicals/substances locations & procedures (including storage, spills, SDS, etc.)			
Initial introduction to immediate work environment workplace hazards and risk assessments explained			
Induction to relevant safe procedures			
Equipment safety <span style="float:right">○ N/A</span>			
Workplace violence, bullying and harassment/code of conduct explained			
Workplace non-smoking policy explained <span style="float:right">○ N/A</span>			
Workplace drug and alcohol policy explained <span style="float:right">○ N/A</span>			
Induction to any specialised equipment and training in use <span style="float:right">○ N/A</span>			

## DECLARATION

I acknowledge that I, the undersigned, have been advised on all of the above listed items and understand the points discussed. Where appropriate, I also undertake to use and have been instructed in the correct usage of Personal Protective Equipment (PPE). I accept that compliance to safe work practices is a condition of my continued access to the site and also a requirement under the WHS legislation.

The inductor has reiterated the key points of this induction program and I understand the procedures involved.

Inductee's Name (Please print)	Signature	Date
Inductor's Name (Please print)	Signature	Date