# First Week Induction Checklist

**To be completed at the client site for 360HR On-hire Casual Employees and Contractors.**

**Please submit your completed document to 360HR with your first timesheet.**

On the commencement of each new assignment, you should receive an induction regarding the client site and their WHS (Work Health and Safety) procedures.

Below is a check list of items which would be covered in your induction. Please initial each item when completed, sign the document as indicated and also request a signature from your supervisor or other client representative. Ask your supervisor for assistance to ensure that all items are covered and contact your 360HR representative if you have any questions.

|  |  |
| --- | --- |
| Induction Checklist | Initial |
| A tour of the workplace including amenities |  |
| An introduction to key staff, including your supervisor and immediate work colleagues |  |
| Clarification of your duties and the responsibilities of your placement |  |
| Confirmation of your hours of work, including start and finish times, tea breaks, lunch breaks and completion of timesheets |  |
| Awareness of the Workplace Policies and working conditions i.e. telephone use, internet use, dress requirements, alcohol and other drugs, bullying and harassment |  |
| Confirmation of who to contact with questions or concerns or in an emergency |  |
| Awareness of Environmental Policy for the workplace |  |
| Use of email & internet policy |  |

### Awareness of Health and Safety in the workplace including:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Please mark once complete:** |  |  |
|  | Hazard awareness |  | Reporting of accidents |
|  | Safety rules |  | Reporting of hazards |
|  | Emergency procedures |  | First aid information and location of first aid kits |
|  | Location of exits |  | WHS policy and procedures |
|  | Dangerous substances or processes |  |  |

### Please sign:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **On-hire casual employee or contactor** | |  | **Client supervisor (360HR client) – please sign:** | |
| Signature: |  |  | Company Name: |  |
| Print Name: |  |  | Signature: |  |
| Date: |  |  | Print Name: |  |
|  |  |  | Date: |  |