

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:

- | | |
|------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Hazard awareness | <input type="checkbox"/> Reporting of accidents |
| <input type="checkbox"/> Safety rules | <input type="checkbox"/> Reporting of hazards |
| <input type="checkbox"/> Emergency procedures | <input type="checkbox"/> First aid information and location of first aid kits |
| <input type="checkbox"/> Location of exits | <input type="checkbox"/> WHS policy and procedures |
| <input type="checkbox"/> Dangerous substances or processes | |

Please sign:

On-hire casual employee or contactor

Signature: _____

Print Name: _____

Date: _____

Client supervisor (360HR client) – please sign:

Company Name: _____

Signature: _____

Print Name: _____

Date: _____