

# HOST EMPLOYER INDUCTION CHECKLIST



## Procedures

This form must be completed by the host employer on commencement of the candidate and returned to Workforce Extensions with the first timesheet.

<b>Worker Name</b>	<input type="text"/>		
<b>Host Employer</b>	<input type="text"/>		
<b>Position</b>	<input type="text"/>	<b>Commencement Date</b>	<input type="text"/>

Introduction		Occupational Health and Safety	
	Nature and structure of organisation and job		Occupational health and safety policy and procedures
	Job description and responsibilities		Roles and responsibilities for safety
	Work times and meal breaks		Information on hazards and controls in the workplace
	Out of hours enquiries and emergencies		Hazard and incident reporting procedures
	Lunchroom, toilets and other facilities		Consultation procedures
	Overtime arrangements		How to use and store protective equipment
<b>Meet Key People</b>			Emergency and evacuation procedures
	Supervisor		Fire, safety and first aid equipment locations
	Co-workers		First aid procedures and reporting injuries
	OHS Representatives	<b>Plant and Equipment (if applicable)</b>	
<b>Workplace Related Information</b>			Pre start check and maintenance procedures
	Quality management procedures		Familiarisation with controls and operating instructions
	Environmental management procedures		Site traffic procedures, including traffic rules and plans.
	Sexual harassment and bullying policies		Refuelling procedures
	Drugs and alcohol policies		Park up, shutdown and securing plant.
	Car parking	<b>Hazardous Substances (if applicable)</b>	
	Personal security (storing belongings etc)		Location of Material Safety Data Sheets (MSDS)
<b>Job Specific</b>			Personal protective equipment required
	On-the-job training in safe work method statements		First aid procedures
	Advise on specific job-related hazards and methods of control		Fire, emergency and spill control procedures
	Supervise and test understanding	<b>Confined Spaces (if applicable)</b>	
	Review worker practices for performing work		Entry permits
			Atmospheric monitoring
			Emergency response

<b>Other</b>

<b>Conducted By:</b>	<input type="text"/>		
<b>Signature</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
<b>On-hired Worker:</b>	<input type="text"/>		
<b>Signature</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>