

# New Staff Occupational Health & Safety Induction Checklist



<b>School:</b>	
<b>Staff Member:</b>	
<b>Job Title:</b>	
<b>Date:</b>	

The purpose of this checklist is to facilitate the new staff OHS induction requirements of our school. If hazards have been identified, ensure appropriate control measures are implemented.

Question	Yes	No
Has the new staff member been provided with access to the OHS safety policies and procedures? (Working alone, appropriate footwear, manual handling chemical management, housekeeping).	<input type="checkbox"/>	<input type="checkbox"/>
Has the new staff member been provided with a site tour of the school?	<input type="checkbox"/>	<input type="checkbox"/>
Has the new staff member been provided with the location of amenities? (Toilets and staff room).	<input type="checkbox"/>	<input type="checkbox"/>
Has the new staff member been advised of emergency/evacuation procedures, including emergency exits, assembly points and who to contact?	<input type="checkbox"/>	<input type="checkbox"/>
Has the new staff member been shown the first aid facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Has the new staff member been provided with the information on hazard, incident and near miss reporting requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Has the new staff member been informed of security procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Has the new staff member been shown the injury reporting procedures, including the location of the injury register?	<input type="checkbox"/>	<input type="checkbox"/>
Has the staff member been shown the traffic management /car parking procedures (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
Has the new staff member been shown the location of Safety Data Sheets (SDS) for hazardous substances stored on site?	<input type="checkbox"/>	<input type="checkbox"/>
Has the staff member been provided with Personal Protective Equipment (hearing protection, gloves, and glasses (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Staff member signature:</b>
<b>Principal name and signature (if applicable):</b>