Name: _____ **Site:** _____

Employee Number: _____ **Date of Induction:** _____

Person conducting induction: _____

	Please tick	Yes	No	Comments
1.	Introduction			
2.	Organisational overview and site tour			
3.	Outline of site rules (provide copy)			
4.	Discuss OHS manual			
5.	Emergency Procedures			
6.	Incident Reporting			
7.	Hazard Reporting			
8.	First Aid			
9.	Use of PPE			
10.	Security and Access Arrangements			
11.	Copy Qualifications/Licences			
12.	Discuss Training Schedule			
13.				
14.				

This information has been provided to me:

_____ _____

Name and Signature of employee Dated

_____ _____

Name and Signature of witness Dated