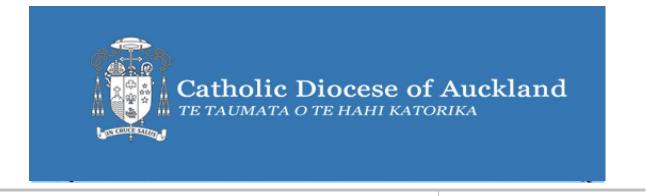
WORKER INDUCTION CHECKLIST



Employee/Volunteer Name:

Location(s) Working In:

Parish Representative Responsible for Induction:

• Check off each item as person is inducted. Check for understanding of each item briefed on.

Parish Contact Names:		Date Completed	Employee Signature
•	Personnel are aware of who is in charge of Health and Safety for the Parish?		
	Personnel are aware of their work area First Aider names, location and contact details?		
•	Personnel are aware of who their work area Emergency Warden is?		
Parish Health and Safety Policies and Rules:			Employee Signature
•	Health and Safety Policies (Worker H&S Booklet)		
•	Emergency response procedures (e.g. fire and evacuation, earthquake, chemical/substance spill, bomb, robbery etc as appropriate).		
•	No alcohol or illicit drugs allowed on site.		
•	Near Miss and Injury Reporting – take immediate action on those created by the works being undertaken. Reporting process and documentation discussed and understood.		
•	Unsafe Act and Hazard Reporting – take immediate corrective action on identified hazards. Reporting process, documentation and good housekeeping practices at all times discussed and understood.		
•	Discuss Parish responsibilities under the Health & Safety in Employment Act (Worker H&S Booklet).		
•	The Parish is a "smoke free" workplace		
•	Discuss safety requirements for visitors and contractors coming into work areas.		
Hazards in the Workplace:		Date Completed	Employee Signature
•	Review and ensure the new employee understands the relevant hazards and the safe behaviours/actions required for the work area, and equipment in the new employee's workplace. Refer to the relevant Hazard Register for information.		

Version 2

lssued: June 2016

Start Date: ____/____/

WORKER INDUCTION CHECKLIST

Orientation Walk:		Employee Signature
Location of Emergency Exits, Assembly Points and Emergency Equipment.		
Location of First Aid Kits.		
Location of Health and Safety Information (e.g. Notice Board, Injury and Hazard Reports)		
Personal Behaviour:		Employee Signature
Our goal is no accidents – please make it yours too.		
Observe all site policies and rules at all times.		
Clean up your mess – ensure work area housekeeping is of a good standard at all times.		
Manage the work activities and behaviours of yourself and others to reduce the potential for physical or mental harm		
You get what you walk past – monitor your work environment, identify and manage potential sources of risk at all times.		
Manage and report unsafe acts and hazards		
Report any near miss or injury accidents		

Declaration:

My signature below is confirmation that:

- The above items have been effectively explained to me, and that I understand and will be complied with when working at Catholic Diocese.
- I will assist Catholic Diocese of Auckland to become a safe place of work for myself and my workmates.

Safety Always!						
EMPLOYER SIGNATURE:	POSITION:	DATE: //				
EMPLOYEE SIGNATURE:		DATE: //				

The Parish will hold this document as a record of Induction.