Health and Safety Induction Checklist Template

Employee's Name	
Position	
Centre Manager	
Location	

Centre Manager:

These actions should be completed during the first the first week or as soon as practicable after the employee commences. Tick off each action and sign when all actions have been completed. Please retain this checklist and provide a photocopy to the employee.

Employee

You should sign the form where indicated when you are satisfied that the items have been completed. A copy of this checklist with links to relevant safety policies and procedures is available from the HiFlex Physio web site.

1. General safety information provided and discussed

Occupational Safety and Health Policy - Provide a cop/discuss.	
HiFlex Physio Occupational Health and Safety procedures- discuss relevant parts including:	
Smoking Policy	
Resolving occupational health and safety issues	
Incident/injury (accident) reporting - show a copy of this form/discuss	
Workers' compensation and rehabilitation.	
Employee assistance program - advise	

2. Emergency Procedures

Occupational Safety and Health Policy - Provide a cop/discuss.	
Provide and explain the Emergency Procedure for fire, evacuation, bomb threats and other events.	
Show locations and discuss use of fire extinguisher.	
Show means of escape from building and assembly locations.	
Show location and use of other emergency equipment	
Show location of First Aid Box- advise name of First Aid Officer.	

Supervisor's Signature: **Date:**

Employee's Signature: **Date:**