

## EMPLOYEE INDUCTION RECORD

<b>Name of Employee</b>				
<b>Date Commenced</b>				
<b>Immediate Supervisor</b>				
<b>Position at Commencement</b>				
<b>Employment Status</b>	Permanent Full Time	Permanent Part Time	Casual	Temporary

Item	Key Points	Tick when completed and/or discussed
<b>Copy of Employee Handbook provided to employee</b>		
<b>Organisational Structure</b>	Quality, Environmental, Health and Safety Policies	
<b>Policies</b>	Quality, Environmental, Health and Safety Policies	
<b>General Employment Information</b>	Discuss relevant items in Employee Handbook	
<b>Training, Licences and competencies</b>	Discuss relevant items in Employee Handbook	
<b>Human Resources Policies and Procedures</b>	Discuss relevant items in Employee Handbook	
<b>Environmental impact</b>	Discuss relevant items in Employee Handbook	
<b>Work Health and Safety</b>	Discuss relevant items in Employee Handbook	
<b>Emergency Procedures</b>	Discuss relevant items in Employee Handbook	
<b>Site Orientation</b>	Fire Alarms location and operation	
	Fire Evacuation Plan, muster point and fire sign in and out book	
	Designated personal protective equipment areas	
	Location of Safety Data Sheets	
	First Aid facilities	
	Amenities and toilets	
<b>Assessment (if applicable)</b>	Assessment completed	
<b>Copy of Construction Handbook and Site Rules provided to employee</b>	Discuss contents of Handbook	

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Item	Key Points	Tick when completed and/or discussed
<b>Work Instructions, Standard Work Procedures, Work Method Statements or Specific Job Requirements</b>	Prepare and attach a list of any specific Work Instructions, Standard Work Procedures, Safe Work Method Statements, hazard or problem associated with the employee's specific job or duty.  Discuss all points with employee and obtain acknowledgment.	

I acknowledge that I have received instruction in the above mentioned items and fully understand the points discussed. I accept that compliance with standards is a condition of my continued employment.

**Signed**

**Date**

Employee

**Signed**

**Date**

Manager / Supervisor

**Training Needs Identified**
