

16.19.5 WHS INDUCTION & TRAINING CHECKLIST

Parish:		Start Date:	
Worker Name:			
Inducted By:			

Topic covered	Please tick			If not, why not?	Date Completed	Completed by (initial)
	YES	NO	N/A			
Demonstrate how to access WHS information						
Go through WHS Policy & Standards with new worker and clarify any queries: <ul style="list-style-type: none"> - WHS Policy - Hazard & Risk Management - Incident Notification and Investigation - WHS Consultation & Issue Resolution - Emergency Preparedness - First Aid 						
Parish Council Safety Delegate to facilitate a site tour: <ul style="list-style-type: none"> - Facilities and Amenities - First Aid - Emergency Preparedness - Housekeeping 						
Worker to read and acknowledge WHS Roles & Responsibilities Statement.						
Worker to read and acknowledge WHS System documentation.						
Worker to complete any relevant job specific training or receive relevant information and instruction prior to commencing work <ul style="list-style-type: none"> - Manual tasks - Working at heights (fall hazards) - Cash handling - Working with or using plant (i.e. equipment) - Driving - Other 						
Complete the ergonomic checklist if the worker will be completing office based duties.						

Section 16.19.5 – Work Health & Safety Policy

List any trade qualifications or other relevant licenses the worker has: Copies of qualification or licenses shall be obtained. Indicate that copies have been taken in the last column		
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I have been inducted in the areas that have been marked in the above table and are committed to ensuring that health and safety is incorporated into my work and/or volunteering activities.

Name: _____ Signed: _____
Date: _____

I have thoroughly inducted the worker whose name appears above in the areas listed above to the best of my abilities.

Manager: _____ Signed: _____
Date: _____