

Risk Management & Insurance Churches



P. Induction Checklist for New Employees/Voluntary Workers

Church

- Provided with a property plan showing name and location of staff where appropriate.
- Introduced to other staff members and voluntary workers.
- Advised of location of toilets and other facilities.
- Given details of first aid facilities provided.
- Provided with copy of Emergency Response Plan.
- Shown location of fire fighting equipment.
- Supplied with copy of relevant information from the *Protecting People, Protecting Property* risk management manual.
- Provided with copies of site specific Health and Safety documentation.
- Use of Hazard/Incident Report forms has been explained.
- Shown copies of Asbestos Register where one exists.
- Provided with opportunity to ask questions on Health and Safety matters.

Signed OH&S Co-ordinator

Employee/Voluntary Worker

Document dated

Next review date

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