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| **Induction Form** | | | | | |
| Details: | | | | | |
| Name: | | | Date: | | |
| Employee | Visitor | Contractor | Application Completed: Yes / No | | |
| Company: | | | Phone: | | |
| Purpose of Visit: | | | | | |
| Licences/Qualifications: | | Number | | Class | Expiry |
|  | |  | |  |  |
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| **Basic** | |  | |  |  |
| Induction Topic: | | | | Inductor initials | Inductee Initials |
| Emergency Procedures | | *Alarm system explained.*  *Assembly area.* | |  |  |
| Location of emergency equipment | | *Fire extinguishers*  *First aid kit* | |  |  |
| Location of amenities | | *Bathrooms, Toilets*  *Tea rooms*  *Drinking water* | |  |  |
| Site rules explained | | *Site speed limit, parking.*  *Drug and alcohol policy.*  *Smoking policy* | |  |  |
| **Advanced** | |  | |  |  |
| Induction Topic: | | | | Inductor initials | Inductee Initials |
| Hazards/Risk explained | | *Hazard Identification, reporting and registers.*  *Hazardous Substances* | |  |  |
| Incident/Injury/Illness and Near Misses | | *Reporting and recording all incidents and near misses*  *Incident register* | |  |  |
| Safe work procedures (SOP/JSA/RAM) | | *Safe Operating Procedures*  *Job Safety Analysis*  *Risk Assessment - Events* | |  |  |
| Personal protection equipment | | *Issue PPE.*  *Discuss where and when PPE is to be worn.* | |  |  |
| Rubbish disposal considerations | | *Approval from site management for disposing of any waste onsite.* | |  |  |
| Physical site tour conducted and introductions made (where required) | | *Site visit and introductions* | |  |  |
| Security/site access arrangements | | *Keys issued, access policy* | |  |  |
| Health and Safety | | *Health and Safety Manual*  *Health and Safety Policies*  *Health and Safety Reps*  *Toolbox meetings / communication* | |  |  |