

	<b>ARIHANT FLEXI PACK</b>
	<b>FLEXIBLE PACKAGING</b>
<b>FORM</b>	
New Staff Induction Checklist	

purpose of this checklist is to facilitate the new staff induction requirements of our organisation

<b>EMPLOYEE NAME:</b>	<b>POSITION/JOB:</b>
<b>Department :</b>	<b>COMMENCEMENT DATE:</b>

ITEM	YES	NO	REQUIRED ACTION (If applicable)	PERSON RESPONSIBLE	COMPLETION DATE
<b>INTRODUCTION</b>					
Provided with a job description and responsibilities?					
Advised of terms and conditions of employment?					
Advised of work times and meal breaks?					
Oriented to facilities (e.g. staff room, toilets)?					
Provided with a site tour?					
<b>INTRODUCED TO KEY PEOPLE</b>					
Health and safety representatives? <i>(If applicable)</i>					
Principal/Supervisor?					
Co-workers?					
First aid personnel?					
Fire Wardens?					
<b>WORKPLACE RELATED INFORMATION</b>					
Advised of car parking? (If applicable)					
Provided with personal security (storing belongings etc)?					
Shown specific work area?					

## New Staff Induction Checklist

Provided with keys/security pass? (If applicable)					
<b>HEALTH AND SAFETY</b>					
Provided with access to health and safety policy and procedures?					
Informed of evacuation procedure?					
Advised of roles and responsibilities for safety?					
Shown first aid facilities and procedures?					
Provided with information on hazards and controls in the workplace?					
Shown hazard and incident reporting procedures, including location of forms that need to be completed?					
Advised of consultation procedures?					
Instructed on how to correctly use and store personal protective equipment (PPE)? (If applicable)					
Shown incident/injury/near miss reporting procedure including location of forms?					
Informed of location and use of fire fighting and emergency equipment?					
Advised of emergency procedures, including emergency exits, assembly points and who to contact?					
Shown the location of Material Safety Data Sheets (MSDS) for hazardous substances?					
Discussed general housekeeping procedures?					
Provided with information on Work Cover and Return To Work programs?					
Informed of security procedures?					

New Staff Induction Checklist

Conducted by: \_\_\_\_\_

Signature:

\_\_\_\_\_  
(Inductor)

Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Conducted: \_\_\_\_\_

(Inductee)