

All staff, volunteers, members and guests must complete the full site induction to ensure they are provided with the necessary information, instruction and safe use of the space before undertaking any sort of work both personal and professional.

General Site Induction Checklist	
<i>Safety entry signs, exit/egress, evacuation map locations.</i>	
<i>Site access, opening hours and security cameras.</i>	
<i>First aid procedure and first aid kit locations.</i>	
<i>Emergency procedures – refer to “Emergency Reaction Chart”.</i>	
<i>Supervision rules and OH&S guidelines for the site.</i>	
<i>Food and drink – where to be consumed and prepared.</i>	
<i>Dress code – safe shoe and clothing choices for site.</i>	
<i>Fault reporting – who and how; procedures.</i>	
<i>IT Policy – Use of site technology and BYOD.</i>	
<i>Bin system – recycling and reusing.</i>	

General Workshop Induction Checklist	
<i>General workshop safety – Egress clearways, fire prevention and utility shutoff,</i>	
<i>PPE – Enclosed shoes, safety glasses, dust coats, leather aprons.</i>	
<i>Location of safety folders, SOPs, procedures, risk assessments.</i>	
<i>Authorised equipment – what you’re allowed to use; what you need inductions for.</i>	
<i>Plant machine fault reporting- who and how; procedures.</i>	
<i>Hazardous substances, flammables and chemical storage.</i>	

All items have been explained by a supervisor and the above Site Induction Checklist has been completed. Below certifies that the individual has successfully undertaken the site induction.

Inductee Name: _____ **Date:** _____

Signed: _____

Inducted By: _____ **Date:** _____

Signed: _____