

Template – Induction checklist

This is a sample induction checklist. You can change it to suit your business' requirements; it should include all the things a new employee needs to know. You could keep a copy of the completed induction form in the employee's personal file.

Employee's name:

Task	Explain element	Date	Initial
Contract of employment	<input type="checkbox"/> Job classification		
	<input type="checkbox"/> Award/Agreement		
	<input type="checkbox"/> Employment status		
	<input type="checkbox"/> Job description		
	<input type="checkbox"/> Probationary period		
	<input type="checkbox"/> Leave		
	<input type="checkbox"/> Pay rates		
		Other:	
Hours of work and rosters	<input type="checkbox"/> When rosters are available		
	<input type="checkbox"/> Where to apply for time off		
	<input type="checkbox"/> Where rosters are posted		
Standards and procedures documents	<input type="checkbox"/> Where they are located		
Company policies	<input type="checkbox"/> Smoking		
	<input type="checkbox"/> Uniform		
	<input type="checkbox"/> Reporting absences		
	<input type="checkbox"/> Drug and alcohol policies		
	<input type="checkbox"/> Disciplinary and grievance procedures		
	<input type="checkbox"/> Personal visits, telephone calls		
	<input type="checkbox"/> Parking		
		Other:	
EEO and harassment policies	<input type="checkbox"/> Copy sighted and available		
OHS and rehabilitation policy	<input type="checkbox"/> Copy sighted and available		

Template – Induction checklist continued

Task	Explain element	Date	Initial
OHS hazards – training given/ scheduled	<input type="checkbox"/> Equipment		
	<input type="checkbox"/> Chemical		
	<input type="checkbox"/> Environmental		
	<input type="checkbox"/> Manual handling		
Emergency procedures	<input type="checkbox"/> Who to contact in an emergency		
	<input type="checkbox"/> First aid stations and officers		
	<input type="checkbox"/> Evacuation procedures and muster points		
Tour of workplace	<input type="checkbox"/> Toilets and facilities		
	<input type="checkbox"/> Outlets		
	<input type="checkbox"/> Back-of-house areas		
	<input type="checkbox"/> Front-of-house areas		
	<input type="checkbox"/> Grounds		
Introductions	<input type="checkbox"/> Colleagues		
	<input type="checkbox"/> Supervisors		
	<input type="checkbox"/> Management		
	<input type="checkbox"/> Other areas		
Paperwork	<input type="checkbox"/> Tax declaration		
	<input type="checkbox"/> Superannuation		
	<input type="checkbox"/> Employee detail form		
	<input type="checkbox"/> Union membership		
	<input type="checkbox"/> Bank account details		

Other:

Induction conducted by:

Date of induction:

Employee's signature: