

# New Staff Occupational Health & Safety Induction Checklist



|                      |                       |
|----------------------|-----------------------|
| <b>School:</b>       | Holy Eucharist School |
| <b>Staff Member:</b> |                       |
| <b>Job Title:</b>    |                       |
| <b>Date:</b>         |                       |

The purpose of this checklist is to facilitate the new staff OHS induction requirements of our school. If hazards have been identified, ensure appropriate control measures are implemented.

| Question  | Yes                      | No                       |
|---|--------------------------|--------------------------|
| Has the new staff member been provided with access to the OHS safety policies and procedures? (Working alone, appropriate footwear, manual handling chemical management, housekeeping). | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the new staff member been provided with a site tour of the school?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the new staff member been provided with the location of amenities? (Toilets and staff room).  | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the new staff member been advised of emergency/evacuation procedures, including emergency exits, assembly points and who to contact?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the new staff member been shown the first aid facilities?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the new staff member been provided with the information on hazard, incident and near miss reporting requirements?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the new staff member been informed of security procedures?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the new staff member been shown the injury reporting procedures, including the location of the injury register?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the staff member been shown the traffic management /car parking procedures (if applicable)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the new staff member been shown the location of Safety Data Sheets (SDS) for hazardous substances stored on site?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the staff member been provided with Personal Protective Equipment (hearing protection, gloves, and glasses (if applicable)?   | <input type="checkbox"/> | <input type="checkbox"/> |

**Staff member signature:**

**Principal name and signature (if applicable):**