

New Employee Details	
New Employee Full Name	
New Employee Position	
Today's Date	
Manager Conducting Induction	

On the First Day Have You:	Tick
Introduced the new staff member to the Team	
Explained the location of the Evacuation Assembly Point	
Shown location of First Aid Kits & Fire Extinguishers	
Shown location of Staff Facilities (water, staff room, bathrooms)	
Explained existing hazards on the property	
Conducted a tour of the main property with yards & sheds	
<b>INDUCTION PACK:</b>	
Form-HR001 Fair Work Information Statement (issued)	
Form-HR002 Casual Employment Information Statement (issued - if casual)	
Form-HR003 Personal Details (completed)	
Form-HR004 Tax File Declaration (completed)	
Form-HR005 Superannuation (completed)	
Form-HR007 Employee Training Register (completed)	
Form-HR008 Employee Competency Assessment (issued & explained)	
Copies of Licenses, Visas &/or relevant Certificates	
Employment Contract (signed)	
WHS Employee Policy Manual (explained & signed)	
Emergency Procedures (explained & signed)	
Safe Work Procedures (explained & signed)	
Training Videos (watched & acknowledged)	
Property Maps (explained & issued)	
Company Apps (downloaded & explained)	
Timesheet mobile phone application (downloaded & explained)	
<b>Notes:</b>	

# People in Paddocks

Induction Pack

## Induction Checklist

Form-HR006

PPE REGISTER					
ITEM	SIZE	QTY	DATE GIVEN	DATE RETURNED	COMMENTS

PROPERTY REGISTER						
PROPERTY	# OF RESIDENTS		FURNISHED	DATE IN	DATE OUT	COMMENTS
	ADULTS	KIDS				

VEHICLE/TRUCK REGISTER					
MAKE & MODEL	REG #	KM's	DATE ISSUED	DATE RETURNED	COMMENTS

ANNUAL INDUCTION REFRESHER			
DETAILS	COMMENTS	DATE	INITIAL
Policy Review			
Policy Review			
Policy Review			

**Notes:**

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