

# Employee Induction



Employee name:		Manager:	
Employee position:		Employee start date:	

## Workplace introduction

I have been shown/introduced to:	
My manager	<input type="checkbox"/>
Other team members	<input type="checkbox"/>
All workplace facilities	<input type="checkbox"/>

## First aid

I have been shown/informed of:	
Location of first aid kit/s	<input type="checkbox"/>
First aid personnel	<input type="checkbox"/>

## Pay period, work rosters and employment conditions

I have been informed/have a copy of:	
My individual employment agreement	<input type="checkbox"/>
My 90 day trial period/probation period (if applicable)	<input type="checkbox"/>
Sick leave and entitlements (including holiday forms)	<input type="checkbox"/>
What constitutes a 'pay period'	<input type="checkbox"/>
Weekend work (if required)	<input type="checkbox"/>
Start times and punctuality	<input type="checkbox"/>
Meal/rest breaks	<input type="checkbox"/>
What to do in the event of illness	<input type="checkbox"/>
KiwiSaver	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## Workplace procedures, hazards and risks

I have been informed of:	
Risk registers (Onside)	<input type="checkbox"/>
How to report hazards (Onside)	<input type="checkbox"/>
Standard Operating Procedures (SOP)	<input type="checkbox"/>
Pre-start checks (vehicles, plant, equipment)	<input type="checkbox"/>
Checking guards and safety equipment	<input type="checkbox"/>
Issue, use, storage and maintenance of PPE	<input type="checkbox"/>
Chemical storage and handling	<input type="checkbox"/>
Safety signs and what they mean	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

### Accident/incident reporting

I know:	
To report all accidents/incidents/near accidents (misses)	<input type="checkbox"/>
All accidents/incidents are to be reported the same day	<input type="checkbox"/>
Who to inform and how to report using the Onside app	<input type="checkbox"/>
About rehabilitation after an injury	<input type="checkbox"/>
Early signs of discomfort (e.g. from repetitive tasks)	<input type="checkbox"/>
The call-in procedures when working remotely and alone	<input type="checkbox"/>
	<input type="checkbox"/>

### Emergency procedures

I have been shown/informed of:	
How to raise an alarm	<input type="checkbox"/>
Location of exits	<input type="checkbox"/>
Evacuation assembly point	<input type="checkbox"/>
Location of fire extinguishers	<input type="checkbox"/>
Emergency response plans	<input type="checkbox"/>
Who the Emergency Coordinators are	<input type="checkbox"/>
	<input type="checkbox"/>

### Other

I have been shown/informed of:	
Drug and alcohol policy	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

I have received a copy of the WorkSafe NZ Factsheet 'Your Health and Safety Rights and Responsibilities'	<input type="checkbox"/>
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**Additional notes and follow up:**

**The Health and Safety at Work Act 2015 (Section 45 – Duties of Workers):**

- Take reasonable care for their health and safety, and
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others, and
- Comply with reasonable instruction given by the employer
- Co-operate with any reasonable policy or procedure relating to health and safety in the workplace that has been notified to workers

**As an employee of \_\_\_\_\_ it is my responsibility to take reasonable care for \_\_\_\_\_ health and safety while at work and to ensure that what I do does not adversely affect the health and safety of \_\_\_\_\_**

Employee signature:		Date:	
Manager signature:		Date:	

# Test yourself. Take the quiz.

## Workplace introduction

The name of my manager is:

## Pay period and work rosters

If I'm sick or injured, I need to notify my manager within:

## Workplace hazards and risks

*The hazard identification process involves identifying, assessing, controlling and reviewing hazards and risks*

A copy of the hazard/risk register is kept:

How soon are any new or potential hazards to be reported:

What should I do if I think something isn't safe:

## Accident/incident reporting

How soon are accidents/incidents to be reported:

What is a near miss?

## Emergency procedures

Fire extinguishers are located:

In the event of an emergency the assembly point is:

The Emergency Coordinator is:

## First Aid

First aid kits are located:

The site First Aiders are: