# Induction checklist

Use this checklist to help you plan a comprehensive induction program for your staff.

|  |  |
| --- | --- |
| Employee’s name | <insert name> |

| Task | Explain element | | Date | Initial |
| --- | --- | --- | --- | --- |
| Contract of employment |  | Job classification |  |  |
|  | Award/Agreement |  |  |
|  | Employment status |  |  |
|  | Job description |  |  |
|  | Probationary period |  |  |
|  | Leave |  |  |
|  | Pay rates |  |  |
| Other: | |  |  |
| Hours of work and rosters |  | When rosters are available |  |  |
|  | Where to apply for leave |  |  |
|  | Where rosters are posted |  |  |
| Standards and procedures documents |  | Where they are located |  |  |
| Company policies |  | Smoking |  |  |
|  | Uniform |  |  |
|  | Reporting absences |  |  |
|  | Drug and alcohol policies |  |  |
|  | Disciplinary and grievance procedures |  |  |
|  | Personal visits, telephone calls etc. |  |  |
|  | Parking |  |  |
| Other: | |  |  |
| EEO and harassment policies |  | Copy sighted and available |  |  |
| OH&S and rehabilitation policy |  | Copy sighted and available |  |  |
| OH&S hazards – training given/ scheduled (N/A?) |  | Equipment |  |  |
|  | Chemical |  |  |
|  | Environmental |  |  |
|  | Manual handling |  |  |
| Emergency procedures |  | Who to contact in emergency |  |  |
|  | First aid stations and officers |  |  |
|  | Evacuation procedures and muster points |  |  |
| Tour of workplace |  | Toilets and facilities |  |  |
|  | Outlets |  |  |
|  | Back-of-house areas |  |  |
|  | Front-of-house areas |  |  |
|  | Grounds |  |  |
| Introductions |  | Colleagues |  |  |
|  | Supervisors |  |  |
|  | Management |  |  |
|  | Other areas |  |  |
| Paperwork |  | Tax declaration |  |  |
|  | Superannuation |  |  |
|  | Employee detail form |  |  |
|  | Bank account details |  |  |
|  | Other |  |  |
| <insert comments> | | | | |
|  | | | | |
|  | | | | |
|  | | | | |

|  |  |
| --- | --- |
| Induction conducted by | <insert name> |
| Date of induction | <insert date> |
| Employee’s signature | |