

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

Employee's name	
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Task	Explain element	Date	Initials
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 leave		
	<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 etc.		
	<input type="checkbox"/> Parking		
	Other:		
EEO and harassment policies	<input type="checkbox"/> Copy sighted and available		
OH&S and rehabilitation policy	<input type="checkbox"/> Copy sighted and available		

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Task	Explain element	Date	Initials
OH&S hazards – training given/ scheduled (N/A?)	<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 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"/> Other areas		
	<input type="checkbox"/> Bank account details		
Other:			
<insert comments>			

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Induction conducted by	
Date of induction	
Employee's signature	

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