



Statewide Bitumen

Induction Checklist

Employee name	Position
Supervisor name	Start date

<i>Tick off each item and enter the date as a record of completion</i>	<i>Date</i>
<p>1. Explain health and safety laws in Queensland</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employer has a legal obligation for employees and visitors. <input type="checkbox"/> Workers have a legal obligation for self, fellow workers and visitors. <input type="checkbox"/> Employer expects worker to behave in a safe manner and not put themselves or others at risk (no fooling around). <input type="checkbox"/> Employer expects worker to use the PPE, which has been provided, and they have been trained to use it. 	
<p>2. How to report an incident, injury or hazard</p> <ul style="list-style-type: none"> <input type="checkbox"/> If you are injured, no matter how minor, report it immediately to your supervisor. <input type="checkbox"/> If you see something unsafe, report it to your supervisor. <input type="checkbox"/> The first aid officer/emergency warden is..... <input type="checkbox"/> Explain what to do if a fire breaks out. <input type="checkbox"/> Explain how to activate fire alarms. 	
<p>3. Take new worker for a workplace tour, show them:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Toilets/ sink/ showers. <input type="checkbox"/> Fire extinguishers, fire hoses/ fire blankets, fire exits, exits, break glass alarms. <input type="checkbox"/> Assembly point (where to go if evacuating). <input type="checkbox"/> Drinking water. <input type="checkbox"/> First aid kit location. <input type="checkbox"/> Workplace hazard signs and what they mean. <input type="checkbox"/> Dangerous areas in the workplace (slips, trips, falls). <input type="checkbox"/> Areas where workers can smoke. <input type="checkbox"/> Introduce them to the first aid officer/emergency warden. 	
<p>5. How to lift, carry and put things down safely</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show how to size up an object before trying to lift it <input type="checkbox"/> Show how to lift properly (knees bent, back straight) <input type="checkbox"/> Explain risks of improper lifting <input type="checkbox"/> Get worker to demonstrate correct lifting procedure <input type="checkbox"/> Show employee how to operate appropriate materials handling equipment 	
<p>6. How to deal with hazardous substances</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show worker where hazardous substances are stored. <input type="checkbox"/> Explain any important storage details. <input type="checkbox"/> Show worker where the MSDS register is kept. <input type="checkbox"/> Show the staff member an MSDS. <input type="checkbox"/> Get the staff member to read an MSDS and explain the information contained on it. 	



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<p>7. How plant and equipment can be dangerous</p> <ul style="list-style-type: none"> <input type="checkbox"/> List all plant and equipment that could present a hazard e.g. ladder, forklift. <ul style="list-style-type: none"> • Show and explain: <ul style="list-style-type: none"> <input type="checkbox"/> Risks/hazards with each piece of plant. <input type="checkbox"/> Guards. <input type="checkbox"/> Danger/out of service tags. <input type="checkbox"/> Lock out procedures. <input type="checkbox"/> Emergency stop. <input type="checkbox"/> Inspection and maintenance. <input type="checkbox"/> What to do if the machine requires repairs. <input type="checkbox"/> Anything specific you must not do. 	
<p>8. Provide personal protective equipment (PPE) and show workers how to use it</p> <ul style="list-style-type: none"> <input type="checkbox"/> Issue the new worker with PPE or show where stored. <input type="checkbox"/> Explain when PPE should be worn (Stress importance!). <input type="checkbox"/> Show the worker how to fit and use PPE correctly. <input type="checkbox"/> Show the worker how to clean and maintain PPE. <input type="checkbox"/> Explain what to do if required PPE is damaged or not where it should be. <input type="checkbox"/> Demonstrate the use of PPE. <input type="checkbox"/> Get the new worker to demonstrate the use of PPE. <input type="checkbox"/> Get the new worker to tell you when they will need to wear their PPE. 	
<p>Induction sign off</p>	
<p>Employee signature:</p>	<p>Date:</p>
<p>Supervisor signature:</p>	<p>Date:</p>