

WHS Induction Checklist - for St Lucia Bowling Club Inc (the Club)

Worker (Includes volunteer & contractors) Name:	
Position:	
Date commenced employment, contract or voluntary position:	
Name of person within the Club conducting the induction.	

Topic covered	Please tick			If not, why not?	Date Completed	Completed by (initial)
	YES	NO	N/A			
Show where to access WHS information/documentation						
Undertake a site tour covering: - Facilities and Amenities - First Aid - Emergency Preparedness - Housekeeping - Site security						
Go through key standards with new Worker and clarify any queries: - WHS Policy - Hazard & Risk Management - Incident Notification and Investigation - WHS Consultation & Issue Resolution - Emergency Preparedness - First Aid						
Go through other documents, as relevant to role: - Site based work - risk assessment - Manual Handling checklist						
Worker to read and acknowledge WHS Policy & Workplace responsibilities: Club and Worker Responsibilities						
Worker to meet WHS Representative						

Person conducting induction to complete:

Additional training requirements or issues noted with WHS Induction	
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I have been inducted in the areas that have been marked in the above table and are committed to ensuring that health and safety is incorporated into my tasks at the Club

Name: _____

Signed: _____

Date: _____

I have thoroughly inducted the worker whose name appears above in the areas listed above.

**Person
conducting
induction:** _____

Signed: _____

Date: _____

Please return completed form to Secretaries office.