CHECKLISTS

New-worker induction checklist

Help a new team member understand the workplace, its people and its safety arrangements.

Use with the person responsible for safety. This is a starter tool, not a complete assessment, competence certificate or substitute for task-specific training.

Prepare a site-specific induction

Use this record to plan an induction, identify gaps and arrange follow-up. Signing a checklist does not establish competence or authorise high-risk work.

- Identify the person's role, supervisor, work areas and any task-specific training needed.
- Consider communication needs, unfamiliar tasks and arrangements for supervision.

Discuss and demonstrate

- Explain reporting, emergency arrangements, welfare facilities and safe access routes.
- Discuss relevant hazards, equipment restrictions and protective-equipment arrangements.
- Show the person how to get help and check their understanding through questions or demonstration.

Record the next steps

- Record who delivered the induction, what was covered and any questions.
- Assign outstanding training or support to a responsible person.
- Agree when understanding and readiness for assigned work will be reviewed.

Worksheet and action record

Record the role/person being inducted, topics covered, checks of understanding and outstanding support or training.

Workplace / work area	Date
Completed by	Person responsible for review

Observations, discussion and notes

Agreed actions and follow-up

Finding / action	Responsible person	Due date	Review / completion

Retain the completed record in your workplace's approved system. Record urgent concerns through your immediate reporting or emergency process.