

Employee Induction Checklist

Employee Name: _____

Please tick those items you have been shown and read:

Quality Management Requirements			
Process/Products explained		Introduction to Supervisor	
Organisation Structure		Quality Manual	
Health and Safety Requirements			
Accident/Incident reporting		Health & Safety Committee	
First Aid Cabinet		Emergency Procedures	
Hazard identification process		Evacuation Assembly Area	
Work injury claim and rehabilitation process		Employer and employee responsibility	
Job Dangers and Hazards		Health & Safety Manual	
General Rules			
Introduction to staff		Lunchroom/Lunch procedure	
Locker/Washroom/Toilet		Tour of department	
Rate of Pay		Pay Arrangements	
Hours of Work		Overtime	
Timekeeping		Sickness	
Late for Work		Grievance Procedure	
Employment Contract		Absence from work	
Allowances		Holiday Entitlement	
Organisational Rules		Audio/Visual Alarms	
Introduction to Wages Clerk		Introduction to Management	
Introduction to Union Delegate		Introduction to clerical staff	
Training Plan			
Training Needs			
Training Objectives for the period ending / /			
Personal Protective Equipment			
Overalls		Eye Protection	
Safety Footwear		Gloves	

I have read and understood the above regulations and procedures and all items on this form have been explained or shown to me.

Employee _____ Date: _____

For the Company _____ Date: _____