

NEW EMPLOYEE WHS INDUCTION CHECKLIST

SAFETY ITEMS PROVIDED

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| | Employee safety manual. |
| | Site access security pass. |
| | Lock-out danger tag. |

MEDICAL

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| | Pre-employment check. |
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PERSONAL PROTECTIVE EQUIPMENT (PPE) PROVIDED

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| | Hearing protection. |
| | Hat and Sunscreen. |
| | Sunsafe uniform. |
| | Hard hat. |
| | Safety glasses. |
| | Safety footwear. |
| | High visibility vest. |
| | Respiratory Protective Equipment (RPE) such as a dust mask or respirator. |
| | Welding hood. |
| | Gloves. |

HEALTH AND SAFETY FRAMEWORK OVERVIEW

Work Health and Safety Policy.

Work Health and Safety System.

Health and Safety Committee.

INTRODUCTION TO HEALTH AND SAFETY STAFF

Health and Safety Representative.

First Aid Officer.

Fire/Emergency Warden.

HEALTH AND SAFETY POLICIES AND PROCEDURES

Smoke-free workplace.

Alcohol and other drugs.

Prevention of workplace bullying and harassment.

Workplace rehabilitation.

Risk assessment procedure.

Emergency plan including assembly points, exits and procedures.

Provision of first aid.

Code blue (life-threatening medical emergency).

Use and control of hazardous substances.

Working at heights procedures.

Working in confined spaces procedures.

Working with noise procedures.

Maintenance of portable electrical equipment.

Isolation and lock-out procedures.

Prescribed occupations requirements.

Workstation ergonomics.

Security.

Safe operation of motor vehicles policy.

Other general rules and housekeeping.

Grievance procedures.

HAZARD SPECIFIC SAFETY TRAINING

Safe work methods for high-risk tasks.

Use of PPE.

Manual handling techniques.

Isolation of machinery, plant and equipment.

Use of fire equipment.

HEALTH AND SAFETY REPORTING REQUIREMENTS

Risk assessments.

Accident and incident reports.

Non-conformance reports.

Notification of communicable diseases.

Hazard reporting.

Workers compensation claims.

LOCATION OF FACILITIES AND EQUIPMENT

Fire extinguishers, hoses and blankets.

First aid facilities - first aid kit and room.

Washing and toilet facilities.

Kitchen.

Eye wash.

Emergency shower.