

Safety Induction Checklist (Employees, Volunteers and Sole Traders)

This checklist is a tool for use by the manager/supervisor/Church leader when inducting newcomers to the Church on the commencement of duties. A record of the induction should then be recorded in the workplace training register.

Worker/Volunteer name:	Congregation name:
Person conducting induction name:	Induction date:

No.	Information and training for newcomers	Yes	No
1.	Have they received training to undertake their role?		
2.	Do they know who their supervisor is?		
3.	Have they received a position description?		
4.	Do they have the right equipment to perform their role?		
5.	Do they know the security procedures, access and exits in the building/s?		
6.	Do they know where the facilities, bathrooms and other amenities are?		
7.	Have they been shown the workplace noticeboard and read the key safety information there?		
8.	Have they been provided with the key OHS/WHS and UCA policies?		
9.	Are they informed of the emergency assembly areas and emergency response/evacuation procedures?		
10.	Do they know the names and contacts of key safety personnel (e.g. first aid officer, fire warden)?		
11.	Do they know the procedure in the event of an accident or injury?		
12.	Have they been shown the first aid kit, its location and who to contact if they need access to it?		
13.	Do they know how to report something unsafe, a hazard, or an incident?		
14.	Do they know how to complete an <i>Incident/Near Miss Report Form</i> and where to access the report form template?		
15.	Do they understand that they must take reasonable care for both their own and others' health and safety (both physical and psychosocial)?		
16.	Do they know how to use a ladder and/or trolley correctly?		
17.	Do they understand the importance of safety signage and following directions and complying with site safety signs?		
18.	Do they know the parking rules of the site?		
19.	Are they aware of the importance of cleaning up spills?		
20.	Are they informed about food handling safety?		
21.	Do they know not to consume drugs or alcohol prior to attending a UCA site?		
22.	Have they been provided with a copy of the <i>UCA Health and Safety Manual</i> OR shown where they can access it?		