

**WORKER INDUCTION CHECKLIST**

Employee/Volunteer Name:

Start Date: \_\_\_/\_\_\_/\_\_\_

Location(s) Working In:

Parish Representative Responsible for Induction:

- Check off each item as person is inducted. Check for understanding of each item briefed on.

<b>Parish Contact Names:</b>	<b>Date Completed</b>	<b>Employee Signature</b>
▪ Personnel are aware of who is in charge of Health and Safety for the Parish?		
▪ Personnel are aware of their work area First Aider names, location and contact details?		
▪ Personnel are aware of who their work area Emergency Warden is?		
<b>Parish Health and Safety Policies and Rules:</b>	<b>Date Completed</b>	<b>Employee Signature</b>
▪ Health and Safety Policies (Worker H&S Booklet)		
▪ Emergency response procedures (e.g. fire and evacuation, earthquake, chemical/substance spill, bomb, robbery etc as appropriate).		
▪ No alcohol or illicit drugs allowed on site.		
▪ Near Miss and Injury Reporting – take immediate action on those created by the works being undertaken. Reporting process and documentation discussed and understood.		
▪ Unsafe Act and Hazard Reporting – take immediate corrective action on identified hazards. Reporting process, documentation and good housekeeping practices at all times discussed and understood.		
▪ Discuss Parish responsibilities under the Health & Safety in Employment Act (Worker H&S Booklet).		
▪ The Parish is a “smoke free” workplace		
▪ Discuss safety requirements for visitors and contractors coming into work areas.		
<b>Hazards in the Workplace:</b>	<b>Date Completed</b>	<b>Employee Signature</b>
▪ Review and ensure the new employee understands the relevant hazards and the safe behaviours/actions required for the work area, and equipment in the new employee’s workplace. Refer to the relevant Hazard Register for information.		

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Orientation Walk:	Date Completed	Employee Signature
▪ Location of Emergency Exits, Assembly Points and Emergency Equipment.		
▪ Location of First Aid Kits.		
▪ Location of Health and Safety Information (e.g. Notice Board, Injury and Hazard Reports)		
Personal Behaviour:	Date Completed	Employee Signature
▪ Our goal is no accidents – please make it yours too.		
▪ Observe all site policies and rules at all times.		
▪ Clean up your mess – ensure work area housekeeping is of a good standard at all times.		
▪ Manage the work activities and behaviours of yourself and others to reduce the potential for physical or mental harm		
▪ You get what you walk past – monitor your work environment, identify and manage potential sources of risk at all times.		
▪ Manage and report unsafe acts and hazards		
▪ Report any near miss or injury accidents		

**Declaration:**

My signature below is confirmation that:

- The above items have been effectively explained to me, and that I understand and will be complied with when working at Catholic Diocese.
- I will assist Catholic Diocese of Auckland to become a safe place of work for myself and my workmates.

<b>EMPLOYEE SIGNATURE:</b>	<b>DATE:</b> ____/____/____
<b>EMPLOYER SIGNATURE:</b>	<b>POSITION:</b>
	<b>DATE:</b> ____/____/____

**Safety Always!**

**The Parish will hold this document as a record of Induction.**