

APPENDIX A - WORKPLACE SPECIFIC INDUCTION CHECKLIST

This checklist provides examples of what could be covered in workplace specific induction training for workers.

| No | Items covered | Yes | No | N/A |
|-----|---|-----|----|-----|
| 1. | Have you checked the competencies and qualifications of inductees? | | | |
| 2. | Have you discussed and clearly stated the procedures for reporting incidents, injuries and hazards? | | | |
| 3. | Have you discussed the workplace safety rules? | | | |
| 4. | Has the person been taken through relevant safe work method statements for the tasks to be performed? | | | |
| 5. | Is specialised equipment required and have they been trained to use the equipment? | | | |
| 6. | Do people have the correct PPE available e.g. <ul style="list-style-type: none"> ■ hard hat ■ safety glasses ■ safety boots ■ long sleeve shirt, and ■ high visibility vest? | | | |
| 7. | Have you shown the person what to do in an emergency and identified the location of the: <ul style="list-style-type: none"> ■ assembly point and evacuation route ■ closest medical facility ■ contact details of emergency services, and ■ provisions for emergency communications? | | | |
| 8. | Have you shown the person where all relevant firefighting equipment is located, for example fire extinguishers and hose reels? | | | |
| 9. | Have you shown the person: <ul style="list-style-type: none"> ■ the location of the first aid facilities and kits, and ■ who the first aiders are and how to obtain treatment? | | | |
| 10. | Have you shown the person where all the facilities are located including: <ul style="list-style-type: none"> ■ crib sheds ■ toilets, and ■ drinking water? | | | |
| 11. | Have you explained the workplace security procedures? | | | |
| 12. | Have you introduced the person to the Health and Safety Representative? | | | |
| 13. | Do they have any further questions or need clarification on any points or topics? | | | |

APPENDIX B - VISITOR INDUCTION CHECKLIST

This checklist provides examples of what could be covered in workplace specific induction training for visitors who may enter an operational construction zone.

| No | Items covered | Yes | No | N/A |
|----|---|-----|----|-----|
| 1. | Has the visitor signed in at the site office or a record made of their presence at the workplace? | | | |
| 2. | Have you shown the visitor what to do in an emergency including: <ul style="list-style-type: none"> ■ how to contact help at the workplace, and ■ how an emergency is raised? | | | |
| 3. | Have you shown the visitor the location of the emergency assembly point and evacuation routes? | | | |
| 4. | Have you shown the visitor the location of the first aid facilities/kits and how to obtain treatment or assistance? | | | |
| 5. | Have you explained to the visitor what to do if you become separated? | | | |
| 6. | Does the visitor have the correct PPE e.g.: <ul style="list-style-type: none"> ■ hard hat ■ safety glasses ■ safety boots ■ long sleeve shirt, and ■ high visibility vest? | | | |
| 7. | Does the visitor know how to wear the PPE correctly? | | | |
| 8. | Have you identified the major hazards and no-go zones at the workplace? | | | |
| 9. | Do they have any further questions or need clarification on any point? | | | |

APPENDIX C

| RECORD OF TOOL BOX TALK | | | |
|---|-----------|-------|-----------|
| Workplace: | | Date: | |
| Name of supervisor or presenter: | | Time: | |
| PEOPLE PRESENT | | | |
| Name | Signature | Name | Signature |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Topics discussed and feedback | | | |
| (The following are examples of potential subject matters: workplace specific risk assessment, specific activity training, SWMS, safety of vehicle loading and unloading, traffic management and parking, overhead electric lines, underground services, falls, safe delivery, documentation and workplace security. You can add or delete more subject matters as appropriate). | | | |
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| Comments/Feedback | | | |
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