

General induction checklist - blank

Use this blank checklist to discuss your induction with the person explaining it. The company induction and host site induction must happen before you start the relevant work. A tick or signature alone does not show that you understood the instruction.

- My assigned work and who supervises it.
- The main hazards and the safe instructions for my tasks.
- The equipment and PPE I need, how it fits and how to report a problem.
- When to stop work and who to call if an instruction is unsafe or the task changes.
- The first aider, first aid kit, emergency meeting point and how to direct emergency services to this site.
- How to report a hazard, near miss or injury.
- The site's worker action card and any language assistance I need.

Discussion notes

Date: _____

Topics explained: _____

Language used and interpreter assistance: _____

What I explained back in my own words: _____

Questions still to be answered: _____

Use the official induction record required for your placement. Keep a completed worksheet private and confirm its return arrangements with your supervisor.

English quick reference prepared 10 October 2026. Read the current source documents and follow the instructions explained for your placement.

Source documents

- Health & Safety Manual chapter 7, clauses 7.2-7.9
- Health & Safety Manual clauses 6.6-6.8