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# Workplace Health and Safety Induction

A Work Health and Safety Induction is an essential component to inducting new staff, volunteers & committee members to Hunter Region Landcare Network. It provides a basic overview of health + safety aspects of working in your organisation. The WHS Induction will be stored along with Human Resources records. There are 3 main areas of workplace induction, including:

- 1) **Organisation and Job Introduction** – staffing structure, reporting lines, job description and main tasks
- 2) **Terms and Conditions of Employment** – pay, superannuation, leave and other entitlements
- 3) **WHS Induction**

Employee / Volunteer name:		Position:	
Date of commencement:		Person conducting induction:	
Topic	Date Completed	Comments	
Site tour			
Explanation of the job description and work tasks			
Copy of WHS Statement provided to employee			
WHS responsibilities of the employer and the employee			
Specific staff WHS responsibilities (if applicable)			
WHS communication and consultation processes in place			
Issue resolution processes and hazard reporting			
Risk management procedures and template provided			
Injury / incident reporting and investigation			
Emergency procedures and location of emergency exits, assembly areas and emergency equipment			
First Aid – location of facilities and identification of first aiders			
Housekeeping – including waste disposal, keeping areas free of rubbish / clutter			

Safety signage noted		
How WHS information can be accessed		
Training programs relating to WHS		
Known relevant hazards to role		
Relevant Safe Work Procedures / Job Safety Analysis documents and instructions		
Site Supervisor:	Signature:	Date:
New Volunteer:	Signature:	Date:

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of February 2015. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of Landcare NSW or the user's independent advisor.

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