

WHS INDUCTION

SS-WHS-FOR-000

Authorised By:

Rev 1 [Publish Date]



INDUCTEE NAME			
POSITION		DATE	
INTRODUCTION TO [COMPANY NAME] Write an introduction to the company.			INITIAL
WORKER RESPONSIBILITIES All workers have the following responsibilities: <ul style="list-style-type: none"> • Following all legal requirements, including: <ul style="list-style-type: none"> ○ Taking care of themselves, ○ Taking care of others, ○ Following reasonable instruction, ○ Following reasonable policies and procedures, • Assisting in implementing the WHSMS, • Participating in continual improvement initiatives and processes, • Reporting all incidents, near misses and hazards, and • Participating in consultation mechanisms relevant to the WHSMS (including HSRs). 			
INCIDENT REPORTING AND INJURY MANAGEMENT Detail incident reporting and injury management process.			
WORK HEALTH AND SAFETY RULES Write WHS rules that apply to your business.			
COMMON WHS HAZARDS Write common WHS Hazards and expectations / controls for these.			
MEDICATIONS AND MEDICAL CONDITIONS (please list any medication that you may be taking or any medical issues which management should be informed of)			
LICENCES AND TICKETS (please provide copies to inductor for scanning)			
INDUCTEE NAME (print)		DATE	
INDUCTEE SIGNATURE			