



ON HIRE TEMPORARY INDUCTION CHECKLIST

Client Working: _____

Candidate: _____

Position: _____

I have been shown / introduced to:

- My supervisor / manager
- Work area, toilets, eating and drinking facilities
- Where the emergency exits are
- Introduced to safety equipment and use of guards
- The evacuation procedure
- Where the first aid kit is
- My assembly area is _____
- Key jobs, tasks and responsibilities outlined
- Viewed safety signs and understand meaning
- Supplied with appropriate Personal Protective Equipment

I know:

- Who the Health & Safety representative is
- What the hazards are in my workplace
- What the controls are for these hazards
- How to report hazards
- Safe work procedures
- How to report near hits and near misses

Signed by Employee _____ Date _____

Signed by Manager _____ Date _____

Please fax this back within the first hour of the assignment commencing: FAX: 274 3901