

fax Site Induction Registration

Please fax (or pass on) to the relevant person in your office - as listed below.

Fax to:	NSW	Parramatta - Jacqueline Sharkey	02 9633 3779
	NSW	Sydney - Paula Dalglish	02 8248 7204
	VIC	Melbourne - Anna McGroarty	03 9670 1699
	QLD	Brisbane - Sharon Palmer	07 3003 0211

Name of Hiring Manager:

Name of New Employee:

Start date:

Site Induction conducted by:

Site Address:

SITE INDUCTION COMPONENTS

	Completion Date		Completion Date
Given a tour of the premises?		Shown the location of fire extinguishers/ hoses/blankets?	
Shown staff facilities - bathrooms etc?		Told about security regulations and procedures on site?	
Introduced to the first aid officer/s?		Made aware of known safety hazards and control measures - if applicable?	
Shown the location of first aid kits?		Introduced to the safety committee representative - if applicable?	
Meaning of workplace signs explained?		Shown Material Safety Data sheets - if applicable?	
Introduced to the fire warden/s?		Shown machine guarding and emergency stop buttons - if applicable?	
Made aware of the emergency evacuation procedure, shown where it is displayed onsite?		Are all staff prohibited from operating equipment / entering restricted areas without the appropriate Personal Protective equipment - if applicable?	<input type="checkbox"/>
Shown the nominated assembly point/s in case of emergency?		Has a copy of the on-site induction been supplied to HJB Representative?	<input type="checkbox"/>

Your feedback and/or comments:

I hereby confirm that I have been inducted onto this site and understand and agree to comply with all applicable safety regulations and directions.

Signed by new employee: _____ Date

Position: _____

Signed by person conducting induction: _____ Date

Position: _____