

# Work Health and Safety Induction

for community environmental groups

## Volunteers and Employees

A Work Health and Safety Induction is an essential component to inducting new staff, volunteers and committee members to XYZ Community Group. It provides a basic overview of health and 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		
Manager / Supervisor:	Signature:	Date:
New employee:	Signature:	Date:

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of March 2016. 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 QWALC or the user's independent advisor.

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