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**Work Health and Safety Induction**

**for community environmental groups**

**Volunteers and Employees**

**Template 003**

**VERSION** 3-Q1 1.3.2016

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.



 

*Landcare in a Box:* an initiative of the National Landcare Network resourced by Landcare NSW and funded originally by NSW DPI.