



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 Assessment-for-the-Office including/or:		
<ul style="list-style-type: none"> • Emergency procedures and location of emergency exits, assembly areas and emergency equipment 		
<ul style="list-style-type: none"> • Housekeeping – including waste disposal, keeping areas free of rubbish / clutter 		
<ul style="list-style-type: none"> • Known relevant hazards to role 		
Copy of WHS Policy provided to employee including/or:		

<ul style="list-style-type: none"> WHS responsibilities of the employer and the employee 		
<ul style="list-style-type: none"> Specific staff WHS responsibilities (if applicable) 		
<ul style="list-style-type: none"> WHS communication and consultation processes in place 		
<ul style="list-style-type: none"> Issue resolution processes and hazard reporting 		
<ul style="list-style-type: none"> Injury / incident reporting and investigation 		
<ul style="list-style-type: none"> First Aid – location of facilities and identification of first aiders 		
<ul style="list-style-type: none"> How WHS information can be accessed 		
Training programs relating to WHS		
<ul style="list-style-type: none"> Copy of WHS-Assessment-for-Outdoor-Events provided to employee including/or: 		
<ul style="list-style-type: none"> Risk management procedures and template provided 		
<ul style="list-style-type: none"> Relevant Safe Work Procedures / Job Safety Analysis documents and instructions 		
<ul style="list-style-type: none"> Safety signage noted 		
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 January 2024. 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: was an initiative in 2016 of the National Landcare Network resourced by Landcare NSW and funded originally by NSW DPI.

