

## Employee WHS Induction Checklist

Work location:	
Employee name:	Job function: CLEANING DUTIES

### 1. Introduction to WHS

- What is W H S?
- What does it cover?
- How is it controlled by safe work method statements? *(give examples)*

### 2. WHS Acts and Regulations

- ☐ Outline responsibilities.

### 3. Workers Compensation Act

- ☐ Outline responsibilities.

### 4. WHS Policy and Procedures *tick or mark n/a*

- ☐ Workers Compensation
- ☐ Rehabilitation
- ☐ WHS Committees
- ☐ Workplace Inspection
- ☐ Accident Inspection
- ☐ First Aid
- ☐ Hearing Conservation
- ☐ Hazardous Substances
- ☐ Manual Handling
- ☐ Personal Protective Equipment
- ☐ Employee Protection from UP Radiation
- ☐ Screen Based Equipment
- ☐ Other (specify)

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### 5. Other Related Policies

Smoking in the Workplace  
Blood Alcohol Level  
Employee Assistance Program  
Infectious Disease Policy  
Harassment in the Workplace

### 6. Hazards in the Workplace

- Types of Hazards?
- Reporting of Hazards.
- Reporting of Injuries.

### 7. Emergencies at Work

Employee Signature:

Trainee/Supervisors Signature:

Date: