



Appendix 2

NEW EMPLOYEE / VOLUNTEER WHS INDUCTION CHECKLIST

The Diocese of Bathurst places great value on its employees and volunteers. The induction program is designed to introduce new employees/volunteers to their worksite and their job requirements and conditions, helping them to become an integrated and productive part of the organisation as quickly as possible.

<input type="checkbox"/>	Greet employee /volunteer and review/discuss the plans for the day.
<input type="checkbox"/>	Tour the area and assigned work area, coffee or lunch rooms, emergency exits, restrooms, office/cleaning supplies etc.
<input type="checkbox"/>	Inform of emergency evacuation procedures and location of fire extinguishers
<input type="checkbox"/>	Introduce team members and other key staff
<input type="checkbox"/>	Explain role of position
<input type="checkbox"/>	Explain manual handling procedures, safe use of cleaning products and good housekeeping principles
<input type="checkbox"/>	Explain work and performance expectations
<input type="checkbox"/>	Employee / Volunteer reads and understands Safety Rules

EMPLOYEE /VOLUNTEER SIGNATURE: _____

PARISH PRIEST /OFFICER SIGNATURE: _____

DATE: _____

(Ref: to Parish & Chancery Work Health Safety Policy Manual 2012)