



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)*