

**VERSION** 2 | 14.3.2016



**Greater Sydney Landcare Network Inc**

**ABN 75 428 558 321**

A Work Health and Safety Induction is an essential component to inducting new staff, volunteers and committee members to **Greater Sydney Landcare Network**. It provides a basic overview of health & 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: |



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