

**Appendix 1 - Sample Induction Procedure**

**Induction Form**

Employee: ..... Date Commenced: .....

Employment Status: .....

The following checklist is designed to be used with a facilitator explaining all relevant points. It is vital that all points are covered and the facilitator and inductee signed off. Copy to be placed in personnel files.

The following Key heading points that may be in an Induction process and discussed with you in detail.

Overview  
Employment Conditions  
Work Environment  
Payroll  
Health and Safety  
Vehicle Usage  
Other Issues

**On the Job Induction**

Orientation  
Meet Key People  
Health and Safety  
Environmental Management  
Quality Control  
Emergency policies & procedures  
Security

**Declaration**

**I have been fully briefed on the above issues.**

\_\_\_\_\_ (Employee Signature)      ( \_\_\_\_\_ ) (Print Name)      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Induction Facilitated By:

\_\_\_\_\_ (Signature)      ( \_\_\_\_\_ ) (Print Name)      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_