

**HEALTH & SAFETY INDUCTION CHECKLIST**

This is to be completed in the first month with all new operational permanent, temporary, casual staff, including Labour Hire employees that have transferred into the region/project. Personnel are to be buddied up with experienced staff before this induction takes place. A copy of this induction to be sent to P&C team saved on Employee’s personal file.

**Employee Name:**

**Manager Name/ Team Leader Name:**

**Division / Department: Induction Date:**

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| **#** | **ITEM** | **Est Time** | **Complete √ Tick** |
| 1 | Critical risks & Life Saving Rules | 15 Mins |  |
| 2 | RCP (Risk Control Plan) -the how to of identifying risks and documenting the controls in place | 30 Mins |  |
| 3 | Digging & excavation Permit – the how to fill one out along with service distances posters | 15 Mins |  |
| 4 | Sediment and concrete slurry controls for Wellington Water job sites | 10 Mins |  |
| 5 | Living Safely Manual- access QR code to WWL Knowledge base & contents. Cover off incident, injury & near miss reporting section 14. | 10 Mins |  |
| 6 | Fatigue Management | 15 Mins |  |
| 7 | Reversing and use of spotters | 10 Mins |  |
| 8 | Complete Table top exercise in back pages content of RCP how to | 15 Mins |  |