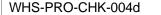
WHS Induction Checklist - All Founders

Work Health and Safety INDUCTION CHECKLIST



Note: This checklist supports the WHS-PRO-004 WHS Training and Competency Procedure



Introductory Notes

This checklist must be used during the induction of all Founders. Each check-box should be ticked-off and the induction signed by the Founder and the Innovation Facilitator when completed. A copy of the completed WHS induction checklist should be kept locally by the Innovation Facilitator.

Personal Details				
Founder:	First Name:	Surname:		
	Commencement date:	End Date:		
	Location:			
	Signature:			
Innovation Facilitator:	Name:	Signature:		

TOPIC 1 - Emergencies (please tick)

Shown location of nearest fire exits

Explain the location of the emergency assembly point

Explain the emergency alarms system for the work area (alert, evaluation tones etc)

Advise first aid kit location

TOPIC 2 - WHS Mandatory Training

JCU Work Health & Safety Founder Induction – online	Within two days of commencement
JCU Fire & Evacuation Program – online	Within two days of commencement

TOPIC 3 - Work Health & Safety Management (please tick)

Show location of JCU WHS website

Location of JCU WHS Policy and Procedures

Discuss WHS Policy and WHS Responsibilities

Explain WHS consultation processes

Explain the requirement and methods of reporting incident, injuries, illness and hazards

Explain relevant Safe Work Procedures (where relevant)

Founder has been given the opportunity to ask questions about the content of the WHS Induction, Membership

Terms and JCU Ideas Lab building

TOPIC 4 - Job Specific Hazards and Controls (please tick)

Discuss the main Work Health & Safety risk associated with the job

Explain the hazards present in work area

Other:

(A copy of the complete WHS induction checklist should be kept locally)

Version: 20-1	Approval Date: 20/8/2020	Next Review Date: 20/8/2023	Page 1 of 1
---------------	--------------------------	-----------------------------	-------------