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)