



HOST EMPLOYER INDUCTION CHECKLIST AND ACKNOWLEDGEMENT FORM
(Return via Fax to Implicor – 9481 1510)

Notes for host employers

Give the employee a copy of this checklist at the start of the induction and collect the completed form at the end of the induction

Employee's Name:	Starting Date:
Host Employers Name:	Induction Date:

The organisation's safety and health policies and procedures	
Details of the job	
Safe work methods and use of equipment	
Potential hazards and hazard controls	
Personal protective equipment	
Supervision and training	
The workplaces consultative processes for Occupational Safety and Health	
What should you do if you are injured at work	
How to report incidents, injuries or unsafe work practices	
First aid	
Emergency evacuation procedures	
Safety signage	
Other (please specify):	

I have received and understood the induction as outlined above.

Employee's signature: _____ Date: _____

Host employers signature: _____ Date: _____