



## ON HIRE INDUCTION CHECKLIST

Client: \_\_\_\_\_

Candidate: \_\_\_\_\_

Position: \_\_\_\_\_

### I have been shown/introduced to:

My supervisor/Manager

Work area, toilets, eating and drinking facilities

Where the emergency exits are

Introduced to safety equipment and use of guards

The evacuation procedure

Where the first aid kit is

My assembly area is \_\_\_\_\_

Key jobs, tasks and responsibilities outlined

Viewed safety signs and understand meaning

Supplied with appropriate Personal Protective Equipment

### I know:

Who the Health & Safety representative is

What the hazards are in my workplace

What the controls are for these hazards

How to report hazards

Safe work procedures

How to report near hits and near misses

Signed by Contractor \_\_\_\_\_ Date \_\_\_\_\_

Signed by Client \_\_\_\_\_ Date \_\_\_\_\_

Please email back within the first hour of the assignment commencing: [info@stirlingrecruit.co.nz](mailto:info@stirlingrecruit.co.nz)