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| Tool 23 - Health and Safety Induction Checklist Toolbox |

Use this tool to review your schools health and safety induction processes.

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| **Does our school’s induction include:** | **Yes** | **No** |
| 1. An explanation of our workers’ health and safety responsibilities? |  |  |
| 2. A full health and safety briefing on workplace hazards and safe working methods? |  |  |
| 3. An explanation of the hazards they will be exposed to in the workplace as well as hazards they may create as they work? |  |  |
| 4. Reporting requirements for injuries and incidents? |  |  |
| 5. Introductions (if applicable) to the health and safety representative, fire warden, and first aider? |  |  |
| 6. An explanation of emergency and evacuation procedures? |  |  |
| 7. Showing the location of First Aid kits, Civil Defence kits, phones, fire extinguishers, fire alarms, emergency exits, emergency meeting points, etc |  |  |
| 8. An explanation of any compulsory personal protective equipment and safety gear, and why it must be used? |  |  |
| 9. Information about worker participation and representation in the school’s health and safety polices and procedures? |  |  |

For further information about induction refer to [Factsheet Topic 5 Workplace management, Part 1](http://www.education.govt.nz/assets/Documents/Ministry/Initiatives/Health-and-safety/Factsheets/Topic-5-Workplace-Management-factsheet-PART-1.pdf).

Approved by: Date:

Next review date:

Actions arising from checklist: