



INDUCTION CHECKLIST

Members Name:
 Induction date:.....
 Supervisor:
 Membership Fee \$ Receipt No:

Induction Pack Provided

- Application form
- General policies
- Grievance policy
- Membership policy
- Competency of shed equipment form

Explain the Shed structure

- Type of work done. How Much personal work is allowed
- Description of Jobs & responsibilities
- Times Shed open- Meal times
- Out of Hours enquiries
- AMSA membership

Explain policies and procedures

- Drug and Alcohol misuse
- Use of the Telephone
- Non Smoking policy
- Members rules of behaviour

Introduce key people and explain roles

- Management Committee
- Supervisors
- Other shed members

Show the Shed facilities

- Eating facilities
- Locker and change rooms
- Wash and toilet facilities
- Car parking
- Work areas, tools, Machinery & equipment

Explain your training

- First Aid, fire Safety, Emergency Procedure and Training
- Handling Hazardous materials
- Instruction on safe Machine use & special features of each Machine

Explain Shed health and safety

- Consultative & communication processes
- Incident reporting procedures, including where to find reporting forms
- Member insurance arrangements (AMSA)
- Policy and responsibilities
- Roles and Responsibilities
- Reporting hazards
- Security for members belongings & workplace buildings

Show the shed workplace health and safety environment

- Emergency procedures, exits and fire extinguishers
- First Aid Facilities
- Information on workplace hazards & controls
- Safe use and storage of hazards substances
- Material safety data sheets (MSDS)
- Safe use and storage of personal protection equipment (PPE)
- Location of machine instruction and manuals
- Need for safe clothing and footwear

Records and members information

- Privacy of information
- Existing medical problems
- Contact details for Emergency use