

Form 06.1 — WHS Management System Induction Form

Form ID	Owner	Evidence location	Complete when
06.1	Site Supervisor	Breadcrumb	Before worker or visitor starts on site

Use: Confirm induction topics, site rules, emergency arrangements and acknowledgement.

Inductee	
Inductee name:	
Phone:	
Address:	
Company name:	
List your tickets / licences:	
List your medical conditions (if any):	
Emergency contact:	
Emergency contact phone:	
Relationship to inductee:	

Induction item	✓
a) Copy of tickets and licences provided to Management	
b) WHS Manual has been explained	
c) Safe Work Method Statements signed off and explained	
d) Amenities identified (toilets / washrooms etc.)	
e) First aid facilities and kits explained	
f) Emergency procedures explained (including emergency assembly point)	
g) Fire extinguishers and/or fire hose reels identified	
h) Site safety rules explained	
i) Worker has the required Personal Protective Equipment	

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Induction item	✓
(PPE)	
j) Hazardous chemicals and SDS location explained	
k) Worker's responsibilities explained	
l) Incident procedures explained	
Other:	

Sign-off	Name	Signature	Date
Worker			
Trainer			