



## Employee OH&S Induction Checklist

Occupational Health & Safety		New	Existing
1	Lifeguard Safety Brochure	<input type="checkbox"/>	
2	Code of Conduct – Public Relations	<input type="checkbox"/>	<input type="checkbox"/>
3	Incident Reporting Procedures	<input type="checkbox"/>	
4	Relevant ALS/SLSA Policies (see ALS website)	<input type="checkbox"/>	<input type="checkbox"/>
5	Grievance Procedures	<input type="checkbox"/>	<input type="checkbox"/>
6	OH&S legislation, ALS/SLSA Policies e.g. Health & Safety, Return to Duty	<input type="checkbox"/>	<input type="checkbox"/>
7	Outline of OH&S responsibilities of all employees	<input type="checkbox"/>	
8	Outline of OH&S responsibilities of supervisors	<input type="checkbox"/>	
9	Reporting of OH&S issues-unsafe conditions, accidents, incidents	<input type="checkbox"/>	<input type="checkbox"/>
10	Health & Safety information at your lifeguard service location	<input type="checkbox"/>	<input type="checkbox"/>
11	Personal Injury Reporting and workers compensation	<input type="checkbox"/>	<input type="checkbox"/>
12	Emergencies and first aid equipment	<input type="checkbox"/>	<input type="checkbox"/>
13	Overview of common Lifeguard Service Location Hazards · Manual Handling · Hazardous Substances · Infection Control	<input type="checkbox"/>	<input type="checkbox"/>
14	Orientation of Lifeguard Service location including: · Safety signs and exits · Emergency access for ambulance	<input type="checkbox"/>	<input type="checkbox"/>
15	Personal Protective Equipment	<input type="checkbox"/>	<input type="checkbox"/>
16	Emergency Evacuation Procedures	<input type="checkbox"/>	<input type="checkbox"/>
17	Fire safety training and location of fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>

This Induction Checklist relates only to OH&S component of your induction. If it is not conducted as a separate induction it will form part of your complete induction to the Australian Lifeguard Service.

### Declaration

I certify that all the items noted above, including all policies and other rules, regulations and conditions of the Australian Lifeguard Service have been explained to me by \_\_\_\_\_ and that I understand the information given to me. I also hereby agree to abide by all OH&S, regulations and instructions.

Name (please print):		
<i>Employee being inducted</i>	<i>Signed</i>	<i>Date</i>
Name (please print):		
<i>Lifeguard Supervisor or Team Leader</i>	<i>Signed</i>	<i>Date</i>