

Version No:3 Date of Issue: 19.2.09 Revised and Approved by: MESS	HUNTER-V-TEC HOST EMPLOYER OH&S INDUCTION CHECKLIST AND ACKNOWLEDGEMENT FORM	File No: Intranet – GTO Paperwork – HEOHSIC&AF Page 1 of 1
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Notes for Host Employers

Please give our Apprentice/Trainee a copy of this checklist at the start of the induction and collect the completed copy at the end of the induction.

Keep a copy for your records and also fax a copy of the completed checklist to your HVTC representative (Employment Placement Officer).

Apprentice/Trainee's Name:			
Host Employer's Name:			
Starting Date:		Induction Date:	

Tick all of the topics that were covered in the Induction

The organisation's health and safety policies and procedures	
Details of the job	
Safe work methods and use of equipment	
Potential hazards and hazard controls	
Personal protective equipment	
Supervision and training	
The workplace's consultative processes for Occupational Health & Safety	
What you should do if you are injured at work	
How to report incidents or injuries	
How to report unsafe work practices	
First Aid locations	
Emergency evacuation procedures & emergency meeting place	
Safety signage	
Other (please specify)	

I have received and understood the Induction as outlined above.

Apprentice/Trainee Signature:		Date:	
Host Employer's Signature:		Date:	

SAFETY...Did it, Done it, Doing it Tomorrow

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