



Human Resource and Recruitment Consultants

David Morgan Williams Pty Ltd

ABN 84 002 315 004

Level 2, 67 Market Street

Wollongong NSW 2500

(Postal) PO Box 2091

Wollongong NSW 2500

DMW Induction Checklist and Acknowledgement Form

NOTE FOR HOST EMPLOYERS

On completion of induction:

- Keep a copy for your records.
- Fax a copy to the DMW Group on 4226 3641.
- Provide a copy to the temporary employee.

Temp's name: _____

Starting date: _____

Host employer's name: _____

Induction date: _____

Tick all of the topics that were covered in the induction.

The organisation's health and safety policies and procedures.	<input type="checkbox"/>
Details of the job.	<input type="checkbox"/>
Safe work methods and use of equipment.	<input type="checkbox"/>
Potential hazards and hazard controls.	<input type="checkbox"/>
Personal protective equipment.	<input type="checkbox"/>
Supervision and training.	<input type="checkbox"/>
The workplace's consultative processes for occupational health and safety.	<input type="checkbox"/>
What you should do if you are injured at work.	<input type="checkbox"/>
How to report incidents, injuries or unsafe work practices.	<input type="checkbox"/>
First Aid.	<input type="checkbox"/>
Emergency evacuation procedures.	<input type="checkbox"/>
Safety signage.	<input type="checkbox"/>

Other (please specify) _____

I have received and understood the induction as outlined above.

Worker's signature: _____

Date: _____

Host employer's signature: _____

Date: _____