



WHS Design & Technology Induction Checklist

Employees name:		Commencement Date:	
Person Conducting Induction:		Induction Date:	
Work Health and Safety			
<input type="checkbox"/> Known hazards associated with the role, equipment and environment	<input type="checkbox"/> PPE requirements	<input type="checkbox"/> PPE supplied and recorded	<input type="checkbox"/> Location of plant/equipment manuals
<input type="checkbox"/> Risk Assessments / SOP's	<input type="checkbox"/> Location of Safety Data Sheets	<input type="checkbox"/> Tampering/removal of plant safety mechanisms	<input type="checkbox"/> Housekeeping
<input type="checkbox"/> First Aid kit location			
Emergency Procedures			
<input type="checkbox"/> Exit's and route to assembly point	<input type="checkbox"/> Firefighting equipment		
<input type="checkbox"/> Site emergency plan			
Plant Instruction and Demonstration			
Metal Workshop <input type="checkbox"/> Horizontal Band Saw <input type="checkbox"/> Vertical Band Saw <input type="checkbox"/> Metal Lathe <input type="checkbox"/> Milling Machine <input type="checkbox"/> Surface Grinder <input type="checkbox"/> Pedestal Grinder <input type="checkbox"/> Grinder Linisher <input type="checkbox"/> Pipe Bender <input type="checkbox"/> Sheet metal Roller <input type="checkbox"/> CNC Plasma Cutter <input type="checkbox"/> Metal Guillotine <input type="checkbox"/> Radial Arm Drilling Machine <input type="checkbox"/> Magna bend magnetic bender <input type="checkbox"/> Gear Head Drill <input type="checkbox"/> Fien Wire Wheel <input type="checkbox"/> Hand Held Plasma Cutter <input type="checkbox"/> Electric Welder <input type="checkbox"/> Oxy Acetalene welders <input type="checkbox"/> Hydraulic Press	Wood Workshop <input type="checkbox"/> Band Saw <input type="checkbox"/> Sliding Compound Saw <input type="checkbox"/> Thicknesser <input type="checkbox"/> Surface Planer <input type="checkbox"/> Sliding Table Panel Saw <input type="checkbox"/> Table Saw <input type="checkbox"/> Dust Extraction Unit <input type="checkbox"/> Bench Grinder <input type="checkbox"/> Tormek Chisel & Plane Sharpener <input type="checkbox"/> Router Table <input type="checkbox"/> Drill Press <input type="checkbox"/> Drop Saw <input type="checkbox"/> Brick Saw <input type="checkbox"/> Tile Saw <input type="checkbox"/> Cement Mixer <input type="checkbox"/> Disc and Belt Sanding Machine <input type="checkbox"/> Edge Bander	Automotive Workshop <input type="checkbox"/> Drill Press <input type="checkbox"/> Tyre Changer <input type="checkbox"/> Wheel Balancer <input type="checkbox"/> Vehicle Hoist <input type="checkbox"/> Brake Lathe <input type="checkbox"/> Parts Cleaner <input type="checkbox"/> Hydraulic Press	
Declaration			
<ul style="list-style-type: none"> I have undertaken the WHS Design and Technology Induction I agree to comply with all appropriate WHS legislation requirements, codes of practices and the Colleges policies, procedures and guidelines. 			
Name:		Signature:	Date:
PLEASE RETURN COMPLETED FORM TO CAROL LEE FOR PROCESSING AND FILING THANK YOU			
OFFICE USE ONLY			
FORM RETURNED: DATE: / /		SIGNATURE: _____	