FREE TEMPLATE

Site Induction Checklist

A site-specific induction record: the site rules, hazards, emergency arrangements and documents each new worker or visitor is taken through, with the sign-off.

How to use this template

Replace the text in [square brackets] with your own details, delete what does not apply and add what does. Blue hints inside the form cells describe what goes there; delete them as you fill the form in.

Free to use, copy and adapt within your business. Please keep the attribution line in the footer, and link to swms.ohconsultant.com.au/swms/free/site-induction-checklist if you share it.

Person being inducted

Site / project	
Date	
Inducted by	[Name and role]
Name of person inducted	
Company / employer	
Role and work to be carried out	
Contact number and emergency contact	
Induction type	[Worker · Contractor · Visitor (escorted) · Delivery driver]

Licences, cards and training sighted

Item	Number	Expiry	Sighted (initials)
General construction induction card (White Card)			
High risk work licence (class)			
Trade licence or registration			
Plant competency (e.g. EWP, forklift, telehandler)			
Working at heights / confined space training			
First aid			
Other			

Site induction checklist

Item	Covered	N/A
Site management: principal contractor, site manager, supervisor, health and safety representative, first aiders and how to contact them	☐	☐
Site layout: entry and exit, sign-in and sign-out, parking, delivery route, pedestrian routes, amenities, drinking water, first aid	☐	☐
Site rules: hours, speed limit, PPE requirements, smoking, mobile phones, drugs and alcohol, behaviour	☐	☐
Emergency arrangements: alarm, evacuation routes, assembly point, fire equipment, who calls 000, incident reporting	☐	☐
Site hazards: overhead and underground services, excavations, falls, mobile plant, cranes and lifts, hazardous chemicals, asbestos or other hazardous materials register, noise, dust and silica, heat	☐	☐
Traffic management plan: vehicle and pedestrian routes, exclusion zones, spotters	☐	☐
Permits in use on this site: hot work, confined space, excavation, isolation, working at heights, and how to obtain them	☐	☐
Consultation: toolbox talks, pre-starts, how to raise an issue, right to stop unsafe work	☐	☐
SWMS: the person's SWMS has been received and reviewed by the site; they have been briefed on it and signed on	☐	☐
Environmental controls: waste, spills, dust, noise, sediment	☐	☐
Visitors: must be escorted; must not enter work areas without PPE and a host	☐	☐

Sign-off

I have been inducted to this site, I understand the rules, hazards and emergency arrangements explained to me, and I will follow them. I will report hazards, incidents and near misses and will not do work I am not licensed, trained or authorised to do.

Role	Name	Signature	Date / time
Person inducted			
Inductor			

Need the document that goes with it?

SWMS templates by trade: swms.ohconsultant.com.au/swms/purchase

The induction asks every contractor for a SWMS. The paid templates give you one with the hazards and controls written for the trade and prepared for your state.

All free templates: swms.ohconsultant.com.au/swms/free-resources

General information, not legal advice. Work health and safety laws differ between states and territories: check the requirements that apply where the work is done, and the principal contractor's own site requirements.